How do I add someone in the University Directory to My Contacts in Gmail?

Tell Me

1. Log into your University Gmail account
2. In the top left, click Mail > Contacts
3. Along the left, go to the bottom and click Directory
4. Scroll to find the desired person OR search for their name using the search bar along the top of the screen
5. Once you find the desired contact, click the checkbox to the left of their name
6. Click Add to My Contacts
7. Now the contact is in your contact list and can be assigned to contact groups, if desired

Related FAQs

- How does a supervisor request temporary access to an employee's Gmail account?
- How do I set up "Send mail as" permissions for an account I am a delegate for?
- How can I get removed from the ResearchStudyAnnouncement(2)-group emails?
- What is a filter and how do I create one in Gmail?
- How do I make sure mass email messages from 3rd party vendors will not be blocked or flagged as SPAM?