How do I create a new contact in Gmail?

Tell Me

1. Log into your University Gmail
2. In the top left, click Mail > Contacts
3. Click the NEW CONTACT button on the top left
4. Enter the appropriate details and the contact will be saved automatically (you should see a yellow banner along the top of your screen)

Tip
For more information, visit Google’s Quick Tips on Contacts
Need Advanced Support? Try Google’s advanced support for contacts

Related FAQs

- How do I login to my UNC Charlotte account from Google’s login page?
- 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?