

**USER MANUAL  
FOR  
GMAIL  
GROUP MAILING LIST  
CREATION**

# 1. Method of creating email group mailing list


## 1.1 Summary process

Summary of the steps involved:

1. Go to [https:// contacts.google.com](https://contacts.google.com)
2. Create label (*group mailing list*)
3. Choose from a list of contacts to list in the group mailing list
4. Match selected contacts with the desired group mailing list label

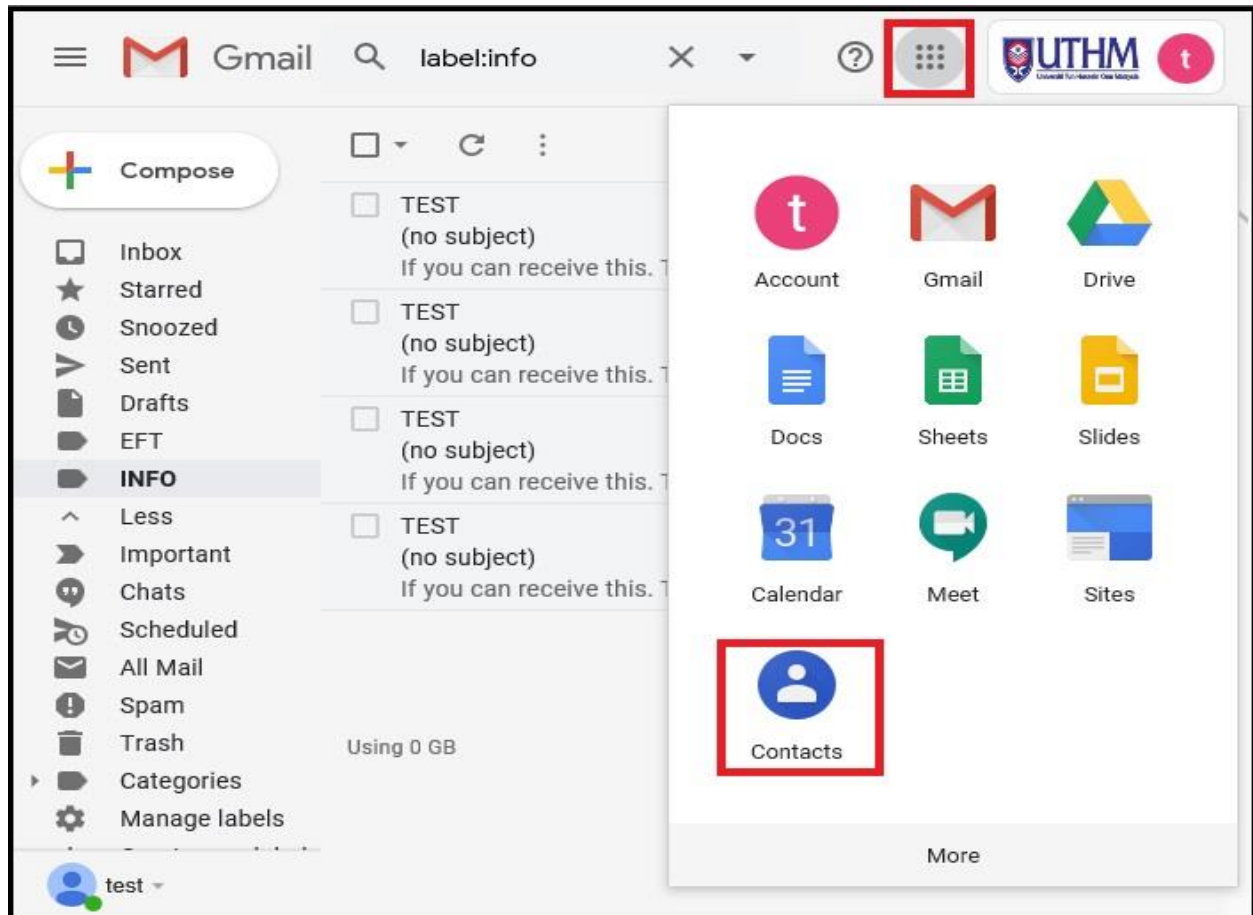
## 1.2 Detail process

### Step 1 : Go to <https:// contacts.google.com>

- a. Assuming you have logged in to your UTHM staff gmail email account, please click the  button and then click the 'Contacts' icon.

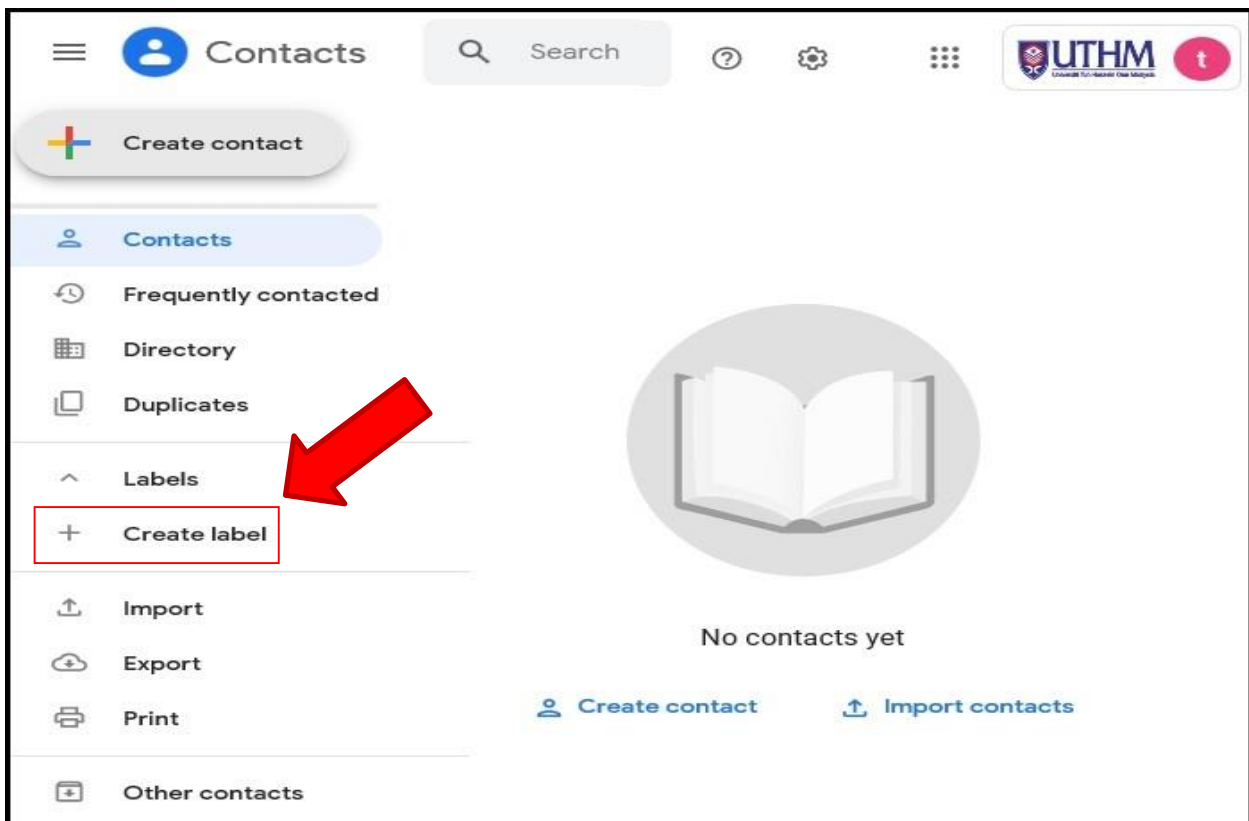
Or

Type the url <https://contacts.google.com> in your browser



## Step 2 : Create label (*group mailing list*)

- a. Click '+ Create label' at the left menu



- b. Type the name of the group mailing list you want to create on the following screen and click 'Save'

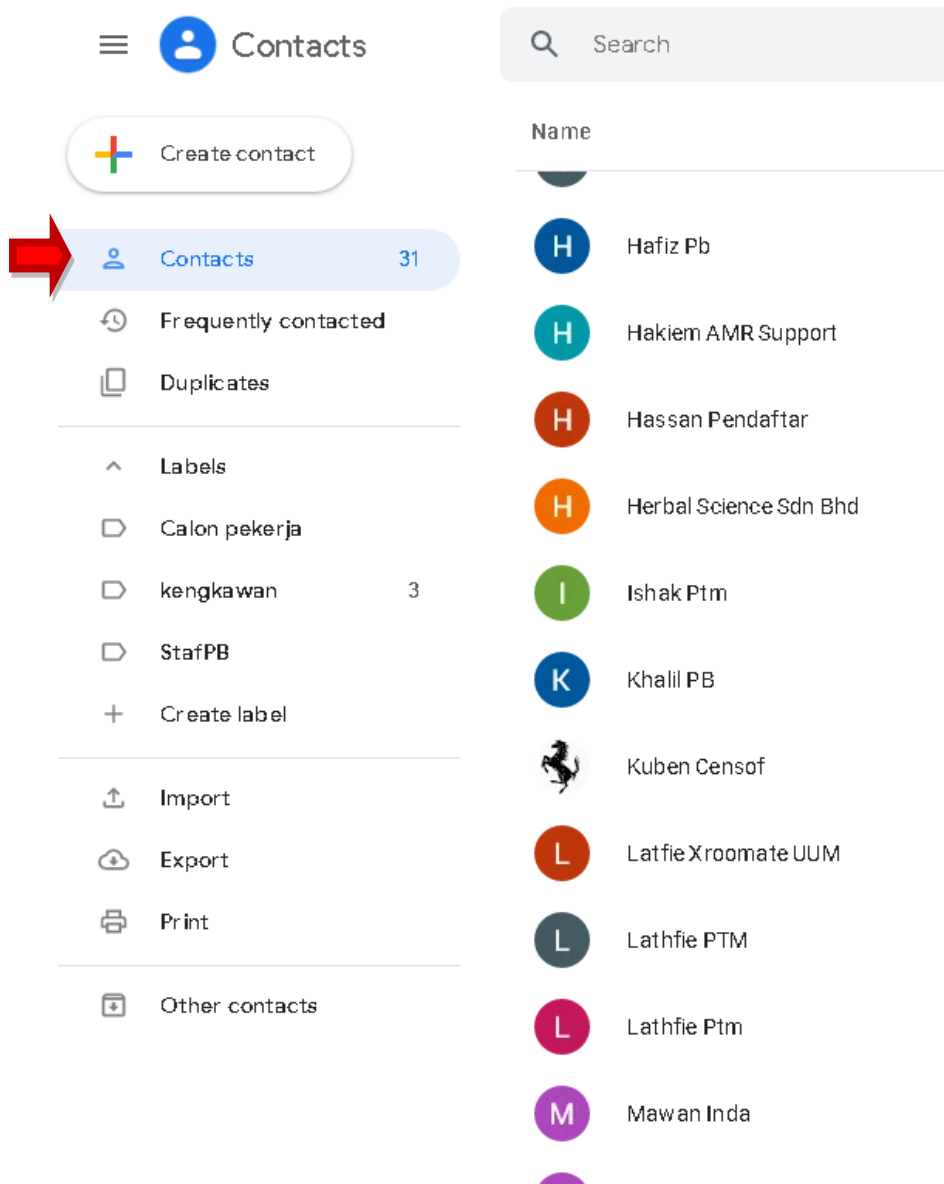
**Create label**

Masukkan nama mailing list di sini

Cancel Save

### Step 3 : Choose from a list of contacts to list in the group mailing list

- a. Click 'Contacts' and your list of contacts will appear to the right.




The screenshot displays a contact management interface. On the left, a sidebar contains navigation options: 'Create contact', 'Contacts' (highlighted with a red arrow and showing 31 contacts), 'Frequently contacted', 'Duplicates', 'Labels' (with sub-options: 'Calon pekerja', 'kengkawan' (3), 'StafPB', 'Create label'), 'Import', 'Export', 'Print', and 'Other contacts'. On the right, a search bar is present above a list of contacts under the heading 'Name'. The list includes: Hafiz Pb, Hakiem AMR Support, Hassan Pendaftar, Herbal Science Sdn Bhd, Ishak Ptm, Khalil PB, Kuben Censof, Lat fie Xroomate UUM, Lathfie PTM, Lathfie Ptm, and Mawan Inda.

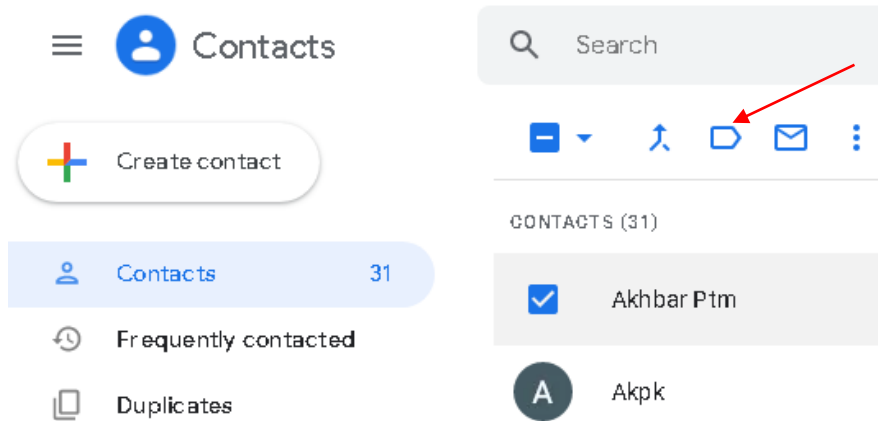
Name
Hafiz Pb
Hakiem AMR Support
Hassan Pendaftar
Herbal Science Sdn Bhd
Ishak Ptm
Khalil PB
Kuben Censof
Lat fie Xroomate UUM
Lathfie PTM
Lathfie Ptm
Mawan Inda

b. Select from the list of contacts you want to put into the group mailing list

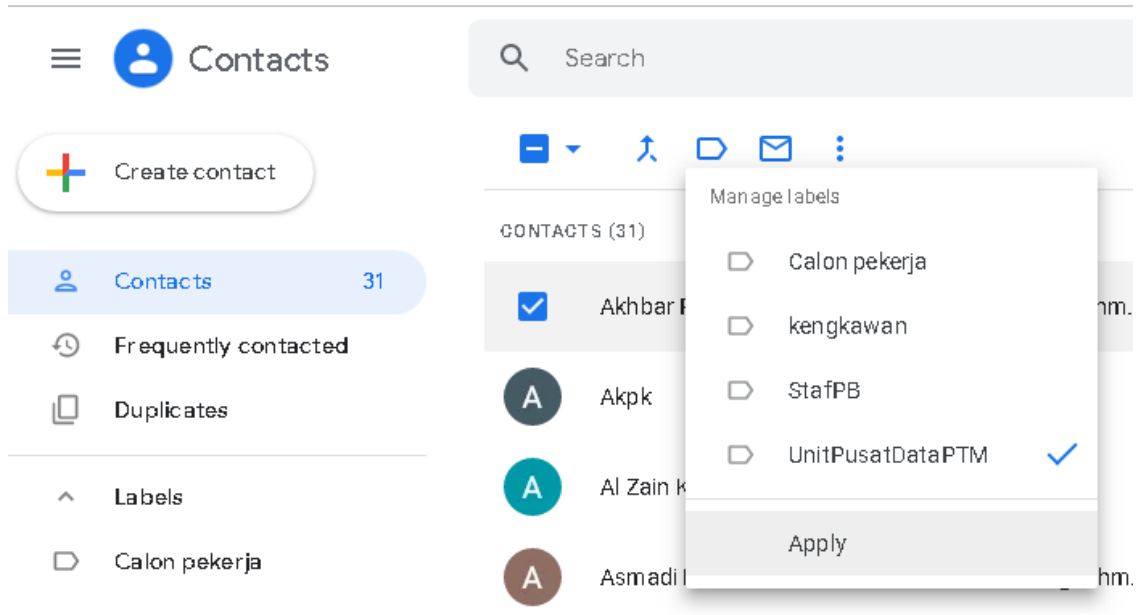
The screenshot shows a contact management interface. On the left, there is a sidebar with a 'Contacts' header and a '31' count. Below it are options for 'Frequently contacted', 'Duplicates', and a 'Labels' section with several labels like 'Calon pekerja', 'kengkawan', 'StafPB', and 'UnitPusatDataPTM'. At the bottom of the sidebar are 'Import', 'Export', and 'Print' options. The main area on the right has a search bar and a list of 31 contacts. The first contact, 'Akhbar Ptm', is selected with a blue checkmark and highlighted in grey. A red arrow points to this contact with the word 'Example' written in white. Other contacts listed include 'Akp', 'Al Zain Kenari Mudah', 'Asmadi Basir', 'Asmadi UMT Member Azam', 'Bio Nutrica Damansara', 'En. Suhaimi FKEE', 'Esa Ptm', and 'Fikri Urut Alor Gajah'.

**Step 4 : Match selected contacts with the desired group mailing list label**


- a. Click the  icon at the top of the contacts list





- b. Select the label (group name mailing list) for which you want to put the names of the contacts you just selected and click 'Apply'





- c. Click on the label name (group mailing list) to review the list of contacts involved.

☰  **Contacts**

 Create contact


 Contacts


 Frequently contacted


 Duplicates




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^ Labels

 Calon pekerja


 kengkawan 1


 StafPB


 UnitPusatDataPT  

+ Create label


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 Import



 Export

 Print

---

 Other contacts

 Search

Name	Email	Phone number
UNITPUSATDATAPTM (2)		
 Akhbar Ptm	akhbar@uthm.edu.my	+60177771105
 Tariq Ptm	tariq@uthm.edu.my	+60137986925

2 people have been added to UnitPusatDataPTM and removed from kengkawan [UNDO](#)

d. Finish