

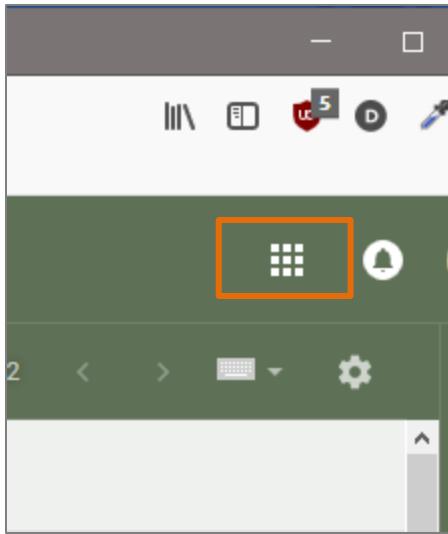
05 Adding Contacts

Adding contacts

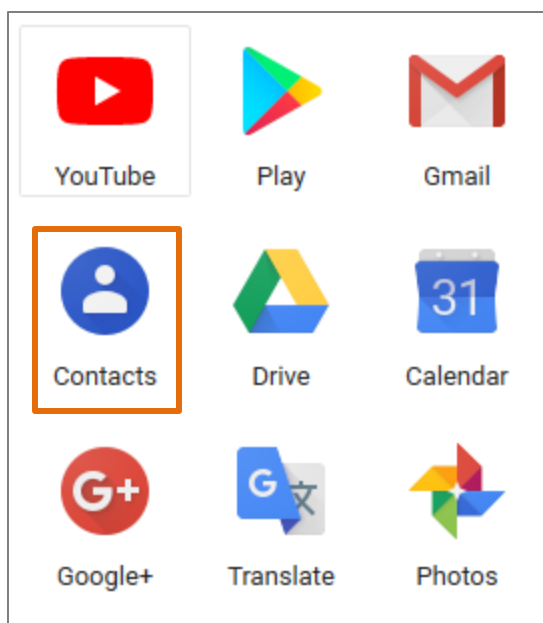
Like all major email providers, Gmail lets you keep an address book of **contacts** so that you don't have to memorize everyone's email addresses. You can also add other contact info, such as **phone numbers**, **birthdays**, and **physical addresses**.

To add a contact:

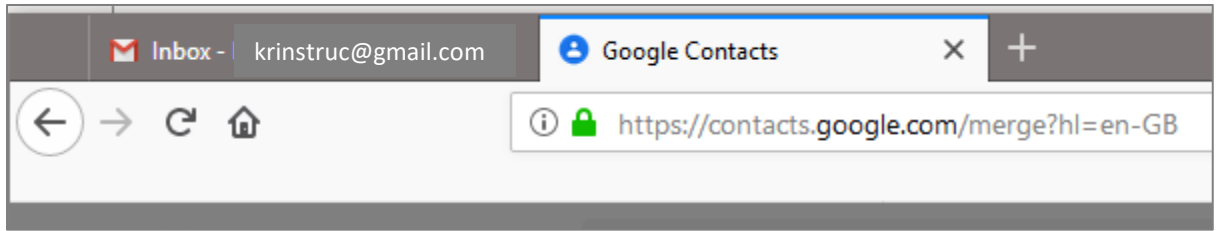
- On the right side of the email window, click the **Google app icon**.



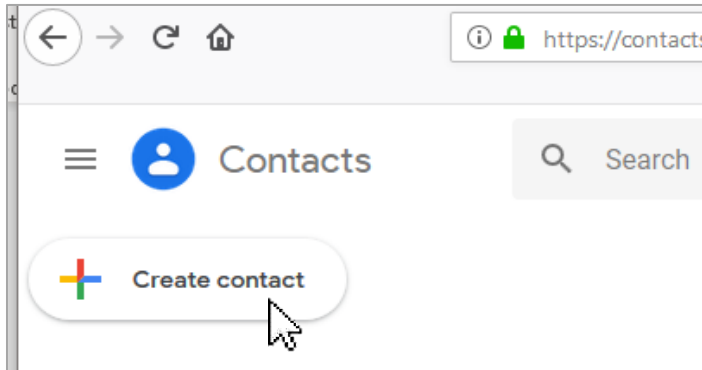
- Click the **Contact** icon



- A **new tab** in your web browser will open.



- To create a new contact, click Create **Contact**.



- In the pop out window, **fill in the information** as shown below to create contact information. **Click Save**

For other contacts you may create, you have the option to fill in as much contact information as listed in the form below, including "more fields".