



# GIVE NOW. WIN LATER.

## Creating a Contact List

### GOOGLE

1. Open Google Contacts
2. Click: +Create Label
3. Name the Label "Force Multiplier" and save
4. Click Contacts
5. Click next to each name that you'd like to add to Force Multiplier contact list
6. At the top of the page, click on the icon that looks like a fat arrow (Manage Labels)
7. Select Force Multiplier and click Apply

Once you've created your Force Multiplier contact list, you can either:

- Use the bcc line in an email, by typing: Force Multiplier; or
- Export the contact list by clicking: Export, then choosing: Google csv, which will allow you to mail merge using YAMM (See handout #5)


### OUTLOOK 2010 and later versions

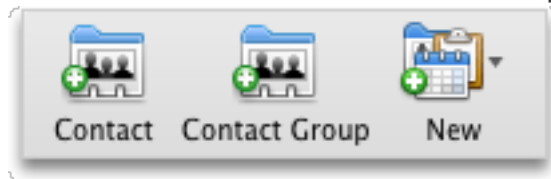
1. On the Home Page, click Address Book to open your Address Book.
2. Click the list below Address Book, and then select Contacts.
3. On the File menu, click New Entry.
4. Under Select the entry type, click New Contact Group.
5. Under Put this Entry, click In The Contacts. ...
6. Click OK.

## Handout #2 PAGE 2

# Creating a Contact List


### OUTLOOK FOR MAC


1. At the bottom of the navigation pane, click Contacts .
2. On the Home tab, click Contact Group.




If Contact Group is not available

To create a contact group, you must set your preferences to show the On My Computer folders.

1. On the Outlook menu, click Preferences.
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2. Under Personal Settings, click General.
  3. Under Folder list, clear the Hide On My Computer folders check box.
  3. Enter a name for the contact group.
  4. Do any of the following:

- To add a person from your contacts, Click Add , type the first few letters of the person or group's name, and then click the appropriate entry on the pop-up menu.
- To add a person who is not in your contacts or with whom you haven't

recently exchanged email, Click Add , and then type the person's email address.

5. Export your contact list into an Excel spreadsheet.

From the Excel spreadsheet, either copy all of the email addresses into the bcc line of your email; or, [follow these instructions](#) to mail merge in Outlook (using Excel and Word):