

Using Google Contacts

Keeping contacts organized and easy to interact with can be a difficult thing. One of the reasons we recommend using the web interface to interact with email, contacts, calendars, etc. is that you can use Google Contacts as your main source for contact information. You can then sync your mobile device to this contact manager.

If you use Outlook, you can easily sync your Outlook Contacts to Google Contact with Google Sync (see the separate documentation on how to set that service up). If you use Apple Address book, there is not a direct sync that you can use, but there are services available that will keep your Address Book contacts synced with Google Contacts (see the separate documentation on how to set that service up).

This document will focus solely on using Google Contacts and how to interact with the web interface. We recommend you read the sections regarding **Josiah Venture Directory** and **Syncing with Mobile Devices/Local computer with JV Directory**.

Table of Contents

Contacts Basics:	2
About your contacts	2
Auto-complete address entry	2
The contacts picker	2
View your personal contacts	3
Add a personal contact	4
Create Contact Groups	5
About contact groups	5
Create a contact group	5
Use your groups as mailing lists	7
Josiah Venture Directory	9
About Josiah Venture Directory	9
Accessing the JV Directory	9
Auto-complete address entry from JV Directory	11
Emailing JV Groups	11
Edit your contact information on JV Directory	12
Sync Mobile Device/Local computer with JV Directory	12

Contacts Basics:

Auto-complete, the contacts picker, & adding personal contacts

About your contacts

Your Google Apps account includes a Contacts Manager—an online address book. The contacts in Contacts Manager fall under one of the following two categories:

- **Personal contacts:** If you imported your personal contacts from Outlook or Apple Address Book to Google Apps, you can use your Contacts Manager to access all of these contacts and add new contacts and contact groups. You can look up a contact to find email addresses and personal profile information, as well as quickly list all of the email conversations you've had with the contact.
- **Shared corporate contacts:** The email addresses of all Josiah Venture employees and outside contacts that your administrator added to Google Apps. You can access these addresses in Contacts Manager by searching for them. You can also find these addresses when you compose and email message or schedule a meeting, using either *auto-complete address entry* or the *contacts picker*.

Note: Our company mailing lists, called *groups*, aren't included in the shared corporate contacts list. You can find a list of our groups in the Groups directory: At the top of your Gmail or other Google service window, click **Groups**. Then, on your "My groups" page, click **Browse all groups**.

Auto-complete address entry

Google Apps contacts manager knows the addresses of all your personal contacts and all Josiah Venture employees, mailing lists, and so on. In addition, it automatically remembers email addresses of other people outside of Josiah Venture with whom you've corresponded. Therefore, when you start typing an address in an email message or meeting invitation, the addresses of personal contacts, employees, and anyone with whom you've corresponded automatically appear. For example:

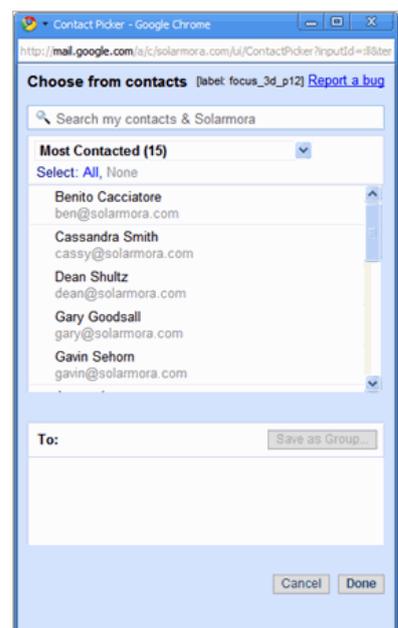


The contacts picker

The contacts picker lets you select any of your personal or corporate contacts when composing and email messages or scheduling an event. With the contacts picker, you can search for contacts using auto-complete address entry or by browsing the list:

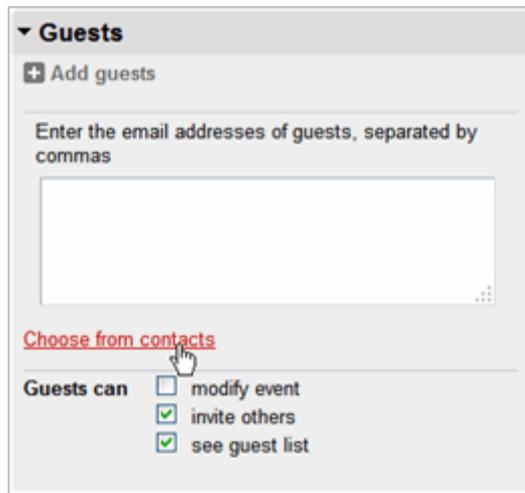
To access the contacts picker when composing and email message:

Click the **To:** link:



To access the contacts picker when scheduling an event:

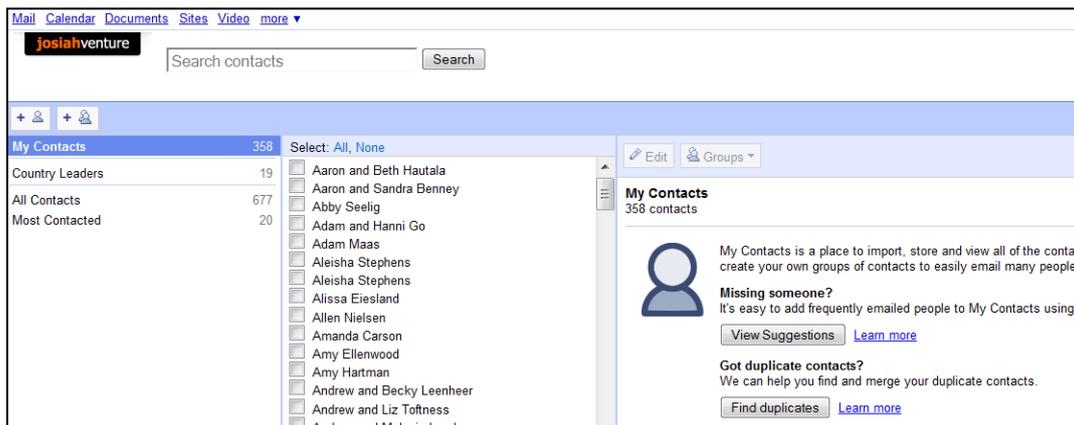
In the event details window, click **Choose from contacts** under **Add Guests**:



View your personal contacts

1. Log in to Google Apps.
2. Click **Contacts** on the left or at the top of your window.

Your Contacts Manager appears. For example:



Your default contact groups:

You'll see your contacts organized into these three default groups. Click the group name to see the contacts it contains.

- **My Contacts:** Any contacts that you've imported or created in Contacts Manager.
- **All Contacts:** All the contacts in **My Contacts**, plus the email addresses of people you've corresponded with, either inside or outside [your company name]. To add one or more of these addresses to **My Contacts**, select them, and then click **Move to My Contacts**.
- **Most Contacted:** The 20 addresses you use most frequently. Gmail automatically updates this list for you.

You can create your own contact groups to organize your contacts and to quickly enter multiple email addresses in email messages and meeting invitations. See "Create Contact Groups."

To view details about personal contacts:

In your **My Contacts** group, select the contact.

To view details about corporate contacts:

1. In the **Search Contacts** box, type part or all of the name of the contact. A list of possible matches appears.
 2. Select the contact.
-

Add a personal contact

1. Open Contacts Manager.
2. Click the **New Contact** button in the upper-left corner of the contacts manager.
3. Enter your contact's information in the fields. For additional fields, click **More**.
4. Click **Save**.

Note: Each time you reply or forward an email message, or move a message from the **Spam** folder to your **Inbox**, contacts manager adds the email addresses to the **Suggested Contacts** group in your Contacts Manager.

Create Contact Groups

Groups are also your personal mailing lists

About contact groups

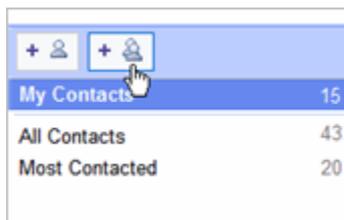
You can use contact groups to organize your contacts and as personal mailing lists—to send email messages or meeting invitations to groups of people you contact frequently, without having to enter each of their email addresses individually.

Create a contact group

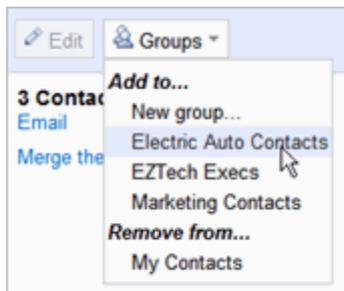
You can create a contact group in your Contacts Manager. Or, when composing an email message or creating a meeting invitation, you can quickly create a new contact group using the contacts picker.

To create a contact group using your Contacts Manager:

1. Open your Contacts Manager. (For details, see "Contacts Basics").
2. Click the **New Group** button in the upper-left corner of the contacts manager.



3. Enter the name of the group.
4. Click **OK**.
5. Open **My Contacts**, and then select the contacts you want to add to the group. For example:



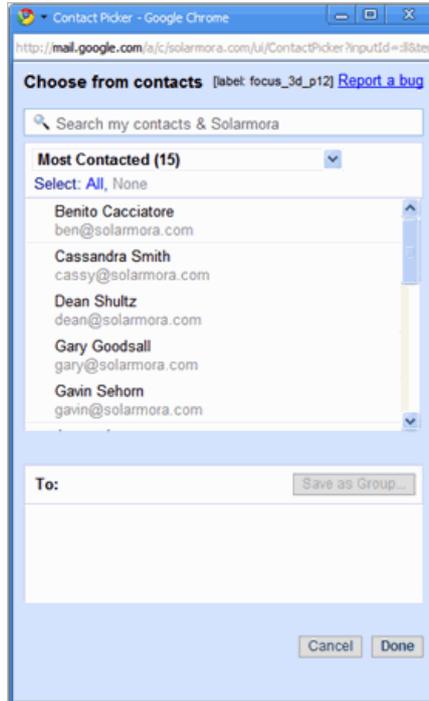
6. Open the **Groups** drop-down list at the top of the pane on the right.
7. Select the group to which you want to add the contacts.

To create a contact group using the contacts picker:

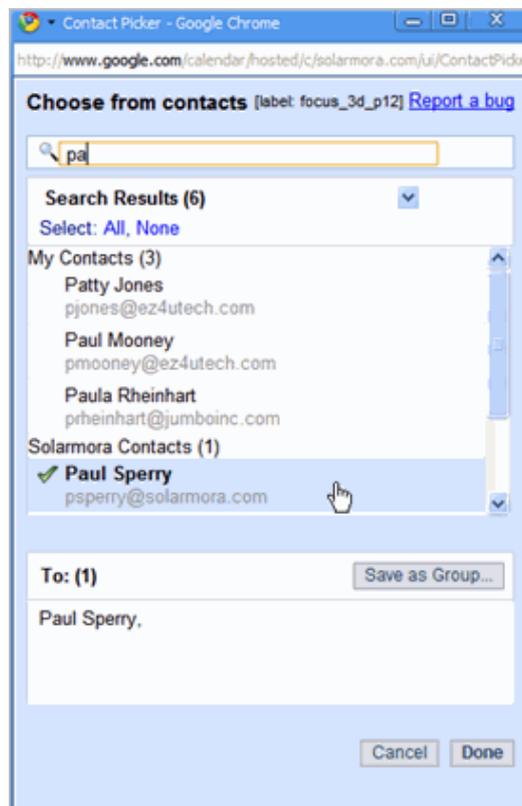
1. Open the contacts picker by doing one of the following:

- If you are composing an email message, click the **To:** link.
- If you are creating a meeting invitation, under **Add Guests**, click **Choose from contacts**.

The contacts picker appears:

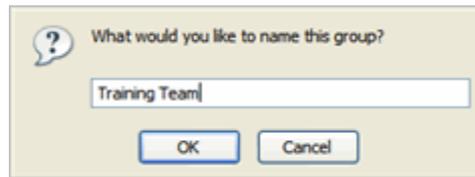


2. In the **Search contacts** box, start typing the name of a contact you want to add to the group. Then click the name to add it to the list below. Add more contacts, as needed.



3. When you are finished, click **Save as Group**.

4. Enter the name of the group, and click **OK**. For example:



5. To add the group to your email message or meeting invitation, click **Done**.

Use your groups as mailing lists

To save time when sending an email message or meeting invitation, use your contact groups.

To send a message or meeting invitation to all the members of a group:

Do one of the following:

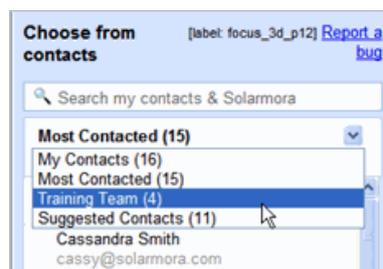
- If you are composing an email message, start typing the group's name in the **To:** field.
- If you are creating a meeting invitation, start typing the group's name in the **Add Guests** box.

To send a message or meeting invitation to selected members of a group:

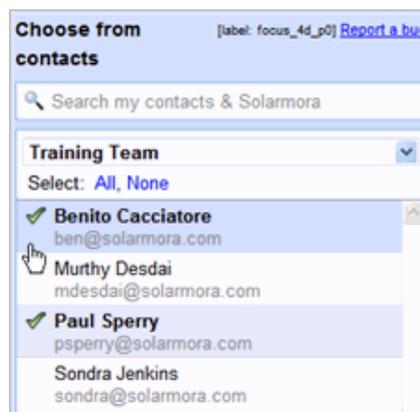
1. Do one of the following:

- If you are composing an email message, click the **To:** link.
- If you are creating a meeting invitation, under **Add Guests**, click **Choose from contacts**.

2. Select the group in the drop-down list in the contacts picker:



3. Select the contacts to whom you want to send the invitation. For example:



Or, to send it to all contacts in the group, click **Select all**.

Choose from contacts [label: focus_3d_p12] [Report a bug](#)

Search my contacts & Solarmora

Training Team (4) ▼

Select: **All**, None

Benito Lacciatore ben@solarmora.com
Murthy Desdai mdesdai@solarmora.com
Paul Sperry psperry@solarmora.com
Sondra Jenkins sondra@solarmora.com

Josiah Venture Directory

About Josiah Venture Directory

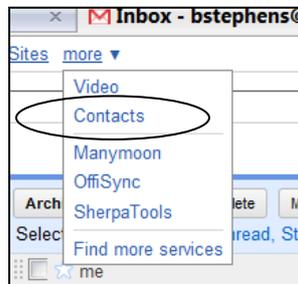
Josiah Venture is using a service called SherpaTools to organize and manage our corporate directory. This directory will provide contact information for all staff within the Josiah Venture domain, as well as those outside the domain (i.e. National staff, Cedarstone, etc.). This directory will replace the JV Directory that is currently on the JVHub.

Accessing the JV Directory

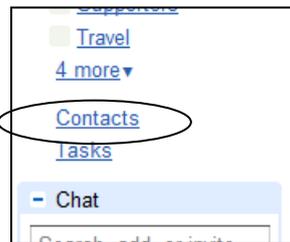
You can access the JV Directory either from Google Contacts or through SherpaTools. The directory provides additional information about JV staff, such as Skype name, telephone numbers, address, etc.

To view this information directly from Google Contacts:

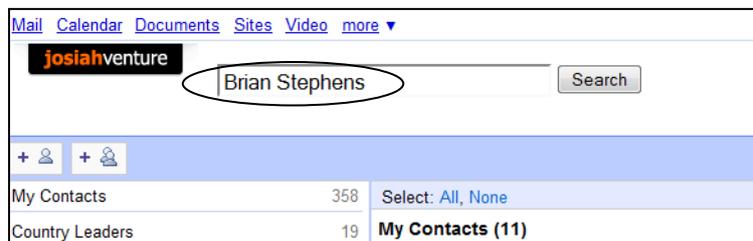
1. From the Gmail interface, open Google Contacts from the menu on the top of the screen



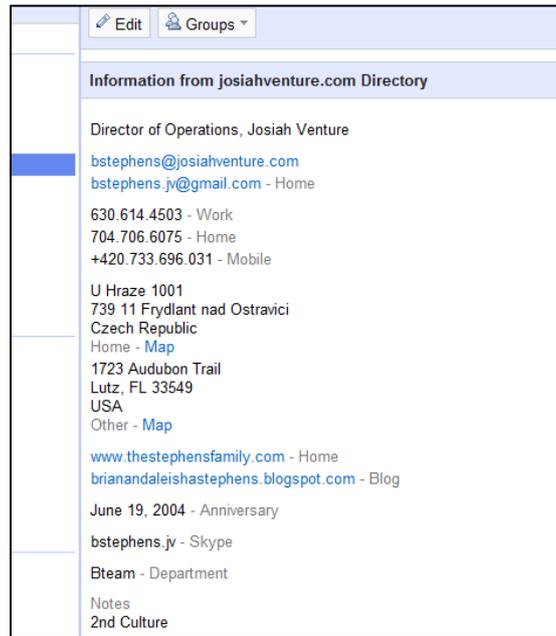
OR from the direct link in the left panel – below your list of folders.



2. Search for the person you want information about:

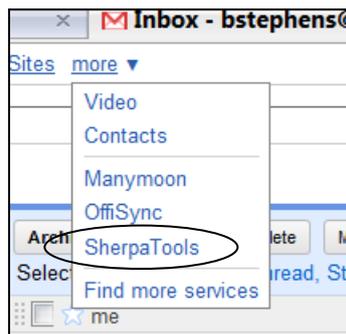


3. The following information is available:

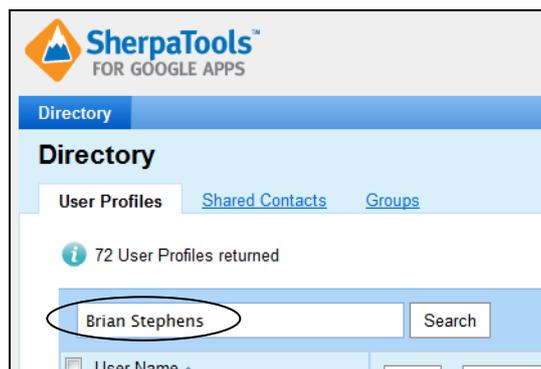


You can also view this information from SherpaTools:

1. From the Gmail interface, open SherpaTools from the menu on the top of the screen



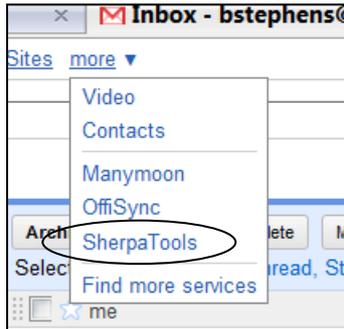
2. Search the person you are looking for or browse the directory



Edit your contact information on JV Directory

From the SherpaTools directory, you can edit your information directly.

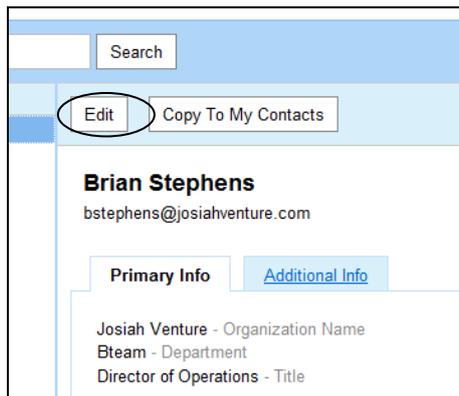
1. From the Gmail interface, open SherpaTools from the menu on the top of the screen



2. Search your name or browse the directory

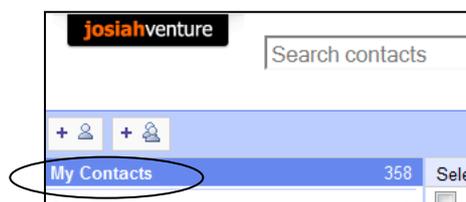


3. You will see an edit button in the upper left corner of your profile. This is only available on your contact information. Use this to make sure all of your data is up-to-date in the JV Directory.



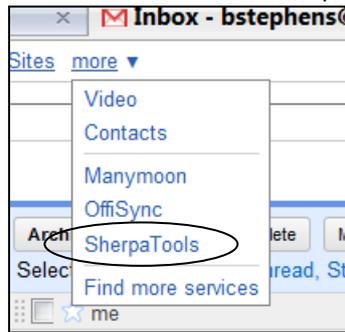
Sync Mobile Device/Local computer with JV Directory

When you sync your mobile device and/or local computer (i.e. Address Book, Outlook) with Google Contacts, only the people in "My Contacts" in Google Contacts are synced. Therefore, the only way you can access people from the JV directory on your mobile device or local computer is to move them to your "My Contacts" in Google Contacts.

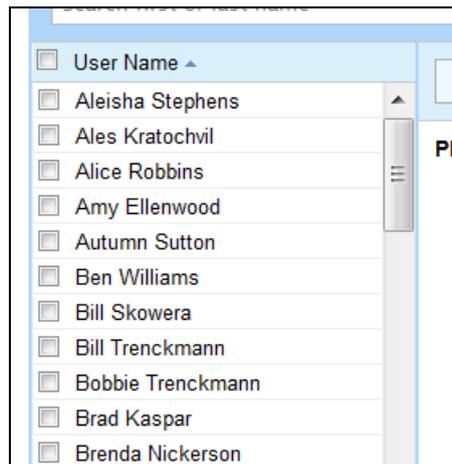


To move people from the JV Directory to “My Contacts” use the following steps:

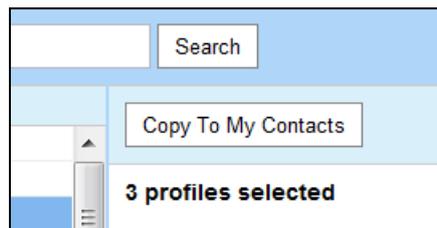
1. From the Gmail interface, open SherpaTools from the menu on the top of the screen



2. Select the people you would like to move to “My Contacts” by checking the boxes next to their name



3. Click on “Copy to My Contacts”



You can always delete these people from “My Contacts” by going to Google Contacts manager and deleting that contact.

Also, if you change information in your contacts for a person from the JV Directory (i.e. remove phone number, change email address, etc.) these changes will be overwritten every 30 minutes with the data from the JV Directory.