How to Create a Group Email in Gmail

To create an email group in Gmail, follow these steps:

1. Log in contact.google.com
2. Log in with your preferred account
3. Once logged in, click on the menu at the top left
4. Click "create contact."
5. The option will be expanded into two options: "create contact" and "create multiple contacts."
6. Click create multiple contacts
7. On top of the next window, you will find a label where you can add a name to that contact list. So if you are wondering how to create a group email in Gmail and label it with a name, here is how you set a label name. Click the no label text and set a preferred name for that email group. If you had already set up labels/groups, you would be given the opportunity to select from a list of created names.
8. The next step is imputing names and addresses. To do so, you can either add each name and address individually or add them in bulk.
9. To add individually, simply type in each user name and address separating each with a comma. You can either add only name or address or address and name together.
10. To upload an email list in bulk into a group, you must first have it saved as a CSV or vCard file. If you do, at the bottom of the create multiple contacts, you will find import contacts.
11. Once you are done importing or manually adding your contacts, simply click create at the bottom to save the email list.