

Gmail groups are useful when you periodically send email to the same list of people. However, groups cannot be shared. Nor can they be emailed to another user. You can, however, export a group from one Gmail account and import it into another.

1. Sign on to your Marywood Gmail account.
2. Go to Contacts.
3. In the upper right hand corner, click on the **Export** link.



4. Set *Who do you want to export?* (click on the drop-down arrow) to the name of the group.
5. Set *Which export format?* To **Google CSV format**.
6. Click **Export**.

**Export**

Export your contacts to a variety of common formats.

**Who do you want to export?**

Only OIT Management

Everyone (All Contacts)

**Which export format?**

Google CSV format (for importing into a Google account)


Outlook CSV format (for importing into Outlook or another application)

vCard format (for importing into Apple Address Book or other application)

[Learn more](#)

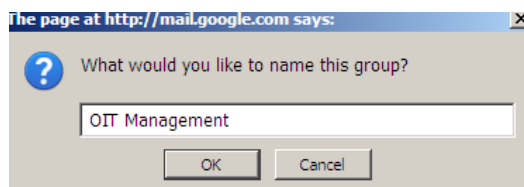
7. If using Firefox (we recommend you do), you should then choose **Save File** and click **OK**.
8. The file (which Gmail will name Contacts.csv or Google.csv or something to that effect) will be saved to the DESKTOP. This file must now be imported into the second account.

NOTE: If you save the file to a flash drive, it can be imported into the other account directly from the flash (we recommend you do it this way). If you email the file to the other person, they must first save the file to their computer before importing.

9. In the second account, go to Contacts.
10. Create a new group by clicking on the **New Group** button. 
11. Type a name for the group then click **OK**.

# HOW TO . . .

## Export and Import a Group



12. In the upper right hand corner, click on the **Import** link. →

[Import](#) | [Export](#) | [Print](#)

13. Click the **Browse** button and locate and open the csv file.

14. Place a “check” in the box next to “Also add these imported contacts to” and then choose the name of the group from the drop-down box.

15. Click **Import**.



16. If successful, you will receive the message “We have imported all 5 contacts found in the uploaded file.”



17. Click **OK**.

18. **Sign Out** and then sign back in to your Marywood Gmail account so the group can be inserted into a new email using autocomplete.