

Creating Google Contacts labels

Overview

The Google Contacts app allows UWF students, faculty, and staff to create contact groups. Google Contacts calls these groups **labels**. Unlike with [Google Groups](#), Google Contacts labels cannot be shared with other users. Google Contacts is ideal for

- students wanting to have a single place to list their teammates on group assignments
- individual employees who have to email the same third-party vendors or set of employees on a regular basis



Only UWF retirees have indefinite access to contacts saved in Google Contacts for their UWF Google accounts

Nearly all other users (including former students and former employees) should avoid saving their personal contacts in Google Contacts for their UWF Google accounts. Students and employees should create and use a personal Google account, and then create Google Contacts labels for that personal Google account.

Please visit the following webpages to learn more:

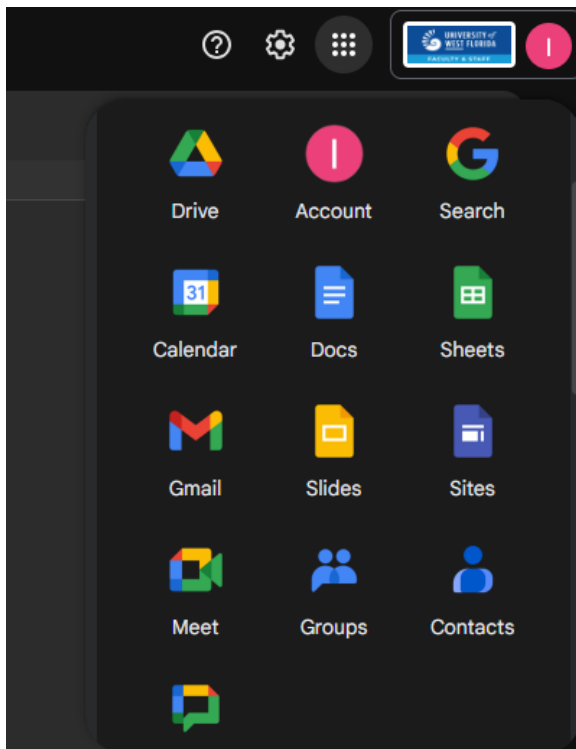
- [Leaving UWF](#)
- [ArgoNet Account Checklist for Students Leaving UWF](#)

On this page

Instructions

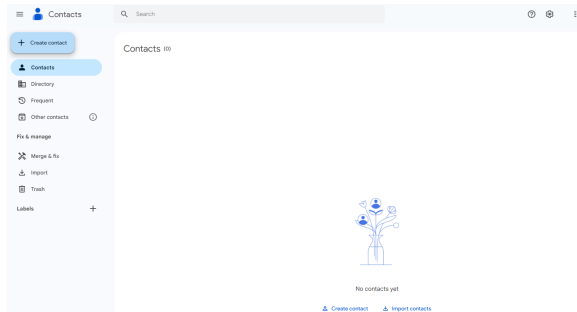
Step 1

Go to Gmail.com and log in. Click the apps icon (the three by three grid of dots in the upper right-hand corner) >> **Contacts**.



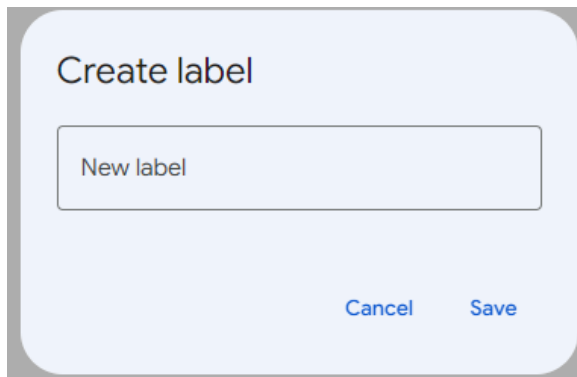
Step 2

Click the plus button beside the labels category.



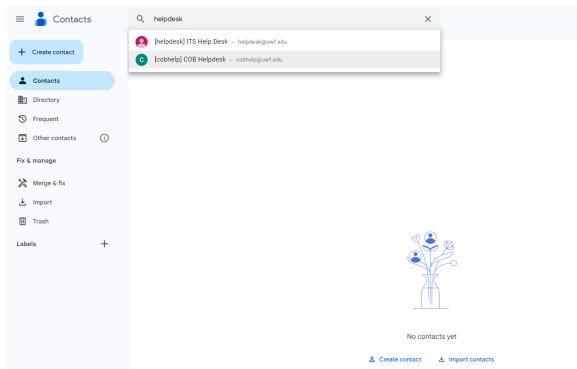
Step 3

Provide a name for the label and click **Save**.



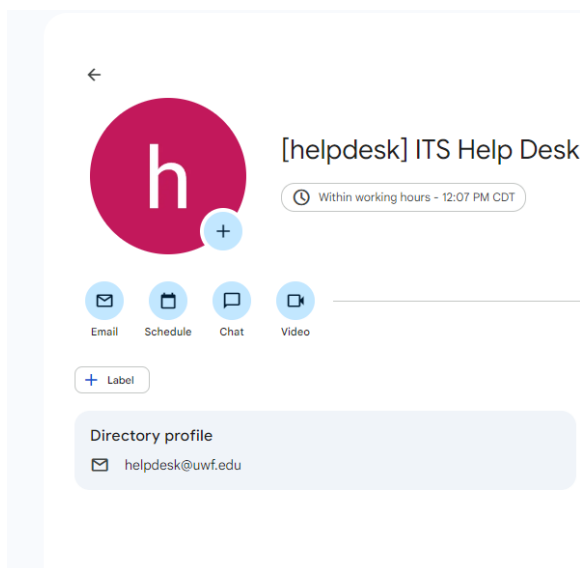
Step 4

Click the search field and enter the name of the user you'd like to add to your new label. Click the user.



Step 5

Click the +Label to add your label



Step 6

Learn how to [use your new Google Contacts label](#).

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