

**WCS Bookkeepers’ Blogs**

**Karen Widener, Technology Secretary/Bookkeeper**

# Current Forum questions:

**How do I add to or edit an existing group in the new Gmail version?**

# Solutions: Collapse this imageExpand this image

It appears as though Gmail has changed the appearance and function of its contact section. If you want to add to or edit an existing group contact, do the following:

* Go to your Gmail contacts
* Find the group you want to edit and click on it
* Click the pencil in the upper right hand corner of the pop up box
* Add the new contact information and save
* If you decide you do not like the function of the new look, you can go to the bottom of the left hand column and click “Switch to old version” and that will take you back to the previous version. If you switch back to the old version and decide you like the new better, simply click “Try Contacts preview” at the lower left hand corner and that will return you to the new version.

**\*\*\*Call (3060), or shoot me an email or chat with me in hangouts if you have questions!Collapse this imageExpand this image**



## **Additional Comments**: