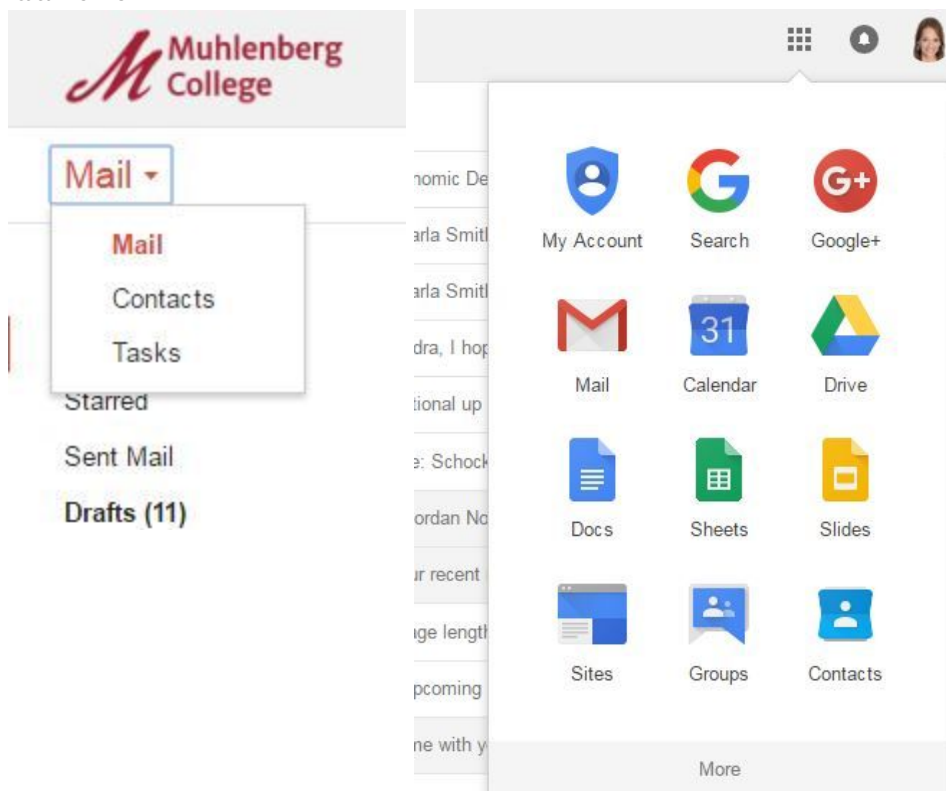

Personal address books in GroupWise were migrated into My Groups G Suite Contacts

Verify the migration of your personal address books to My Groups

1. Launch the Contacts App from the Mail drop down menu or the application launcher





2. Click on My Groups
3. Verify that the listed groups match your personal address books created in GroupWise



Create a contact group

1. Go to Google Contacts.
2. On the left, click **Groups** > **New group**.
3. Type a new group name.
4. Click **Create group**.


Add contacts to a group

-
1. Go to Google Contacts.
 2. Hover your mouse over the contact's photo or People , then check the box that shows up. If you don't see a photo or icon next to the contact's name, go to group contacts in old Contacts.
 3. In the top right, click Group .
 4. Click the group name you want to add the contact to. A checkmark will show up next to the groups the contact is added to.


Remove contacts from a group

1. Go to Google Contacts.
2. Hover your mouse over the contact's photo or People , then check the box that shows up. If you don't see a photo or icon next to the contact's name, go to group contacts in old Contacts.
3. In the top right, click Group .
4. A checkmark will be next to any group the contact is in. To remove a contact from a group, click the group name.

Rename a group

1. Go to Google Contacts.
2. On the left, click **Groups**.
3. Click the group you want to rename.
4. At the top, click Edit .
5. Type a new group name.
6. Click **OK**.

Delete a group

1. Go to Google Contacts.
2. On the left, click **Groups**.
3. Click the group you want to delete.
4. At the top, click Delete .
5. Choose whether to keep or delete the contacts in the group.
6. Click **Delete**.

Sort contacts alphabetically

1. Go to Google Contacts.
 2. In the top right, click Sort .
 3. Choose to sort your contacts by first or last name.
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For Further instruction on managing Groups in Contacts: [Google Groups Info](#)
