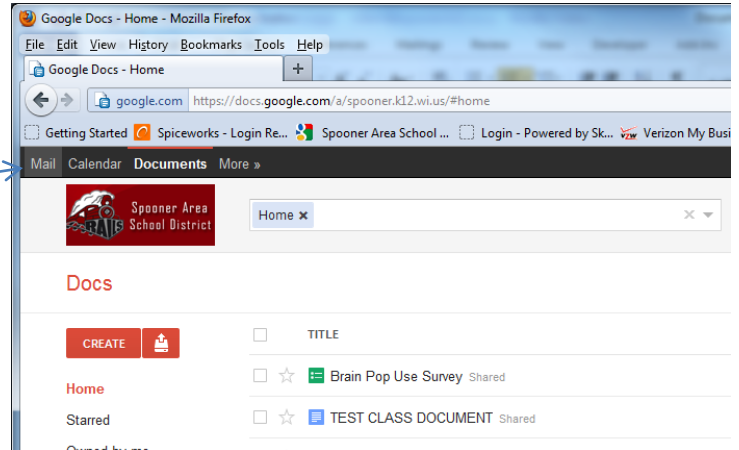


Importing Student Contact Information into Your Google Docs Account

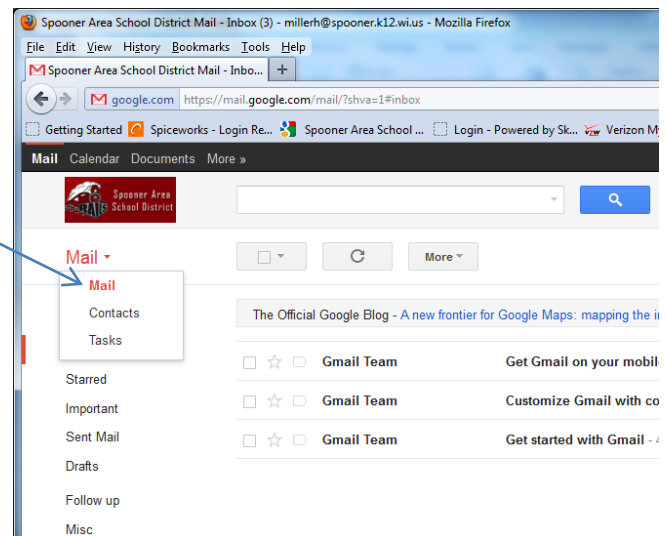
Use instructions below to import contact information for Spooner High School, Middle School students or staff.

NOTE: This is only for importing into your **GOOGLE DOCS Account and should not be used to import into other applications like **Microsoft Outlook****

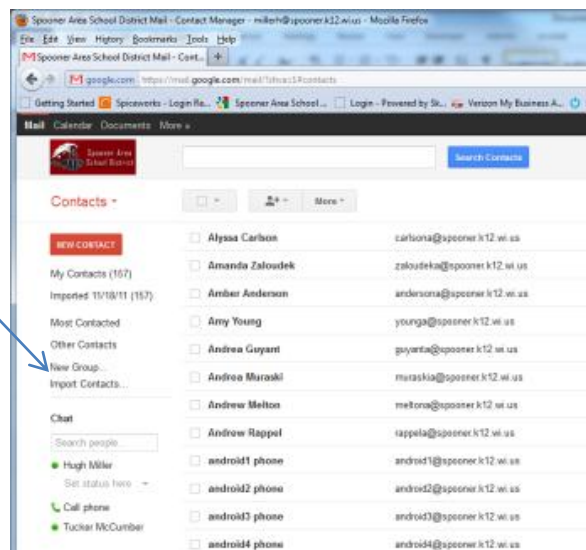
1. Login to you Google Docs account
2. Click on the **Mail** tab in upper left of the window



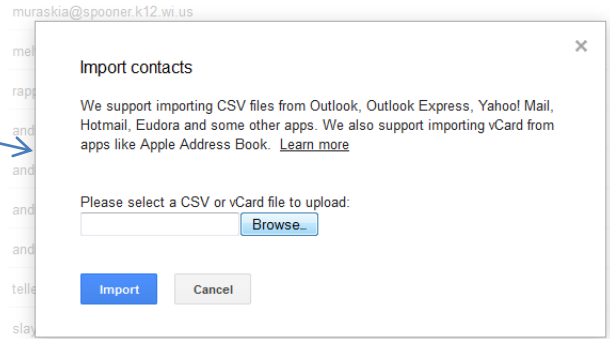
3. Click Dropdown arrow next to **Mail** and choose Contacts



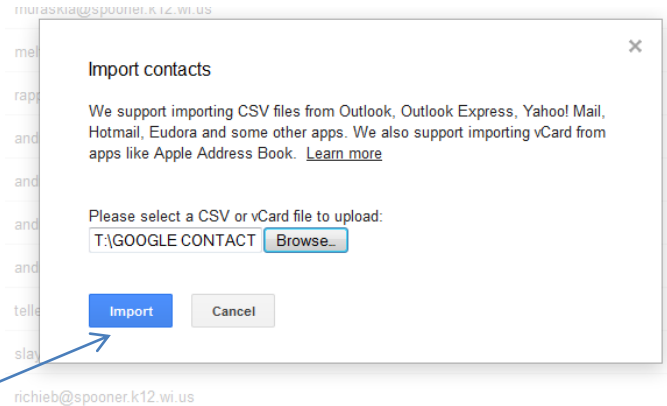
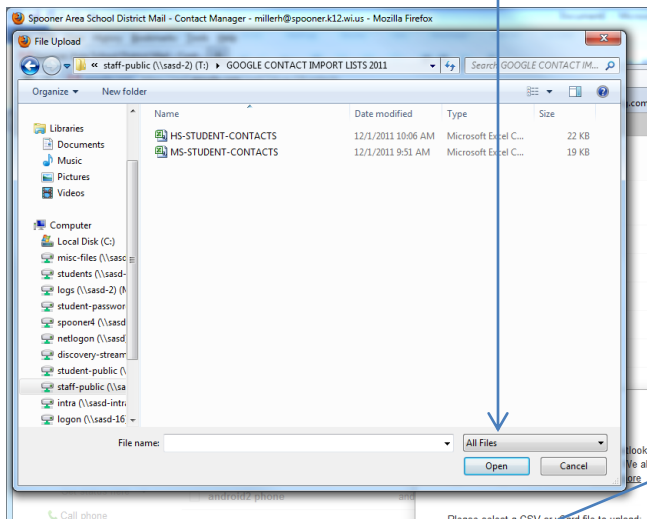
4. Choose **Import Contacts**



5. **Import contacts** window will appear. Click the browse button



6. Import files are stored in a folder called **GOOGLE CONTACT IMPORT LISTS 2011** located in the staff public folder
7. You will need to browse to this folder and select the contact file you want Staff, HS or MS contacts
8. Select the file you want and click the **open** Button



9. Click the **Blue import button**
10. Contacts you have chosen to import will now show up in your contacts list

Notes about contacts in Google

- Once contacts are imported you can remove individual contacts you do not wish to have your lists.
- You can also create groups to further streamline sending information or sharing documents with more than one person.
- Contact import lists will be kept reasonably up-to-date. You may find it easier to add new students who enrolls during the school year individually.