STEPS TO ADD GMAIL CONTACT

Steps

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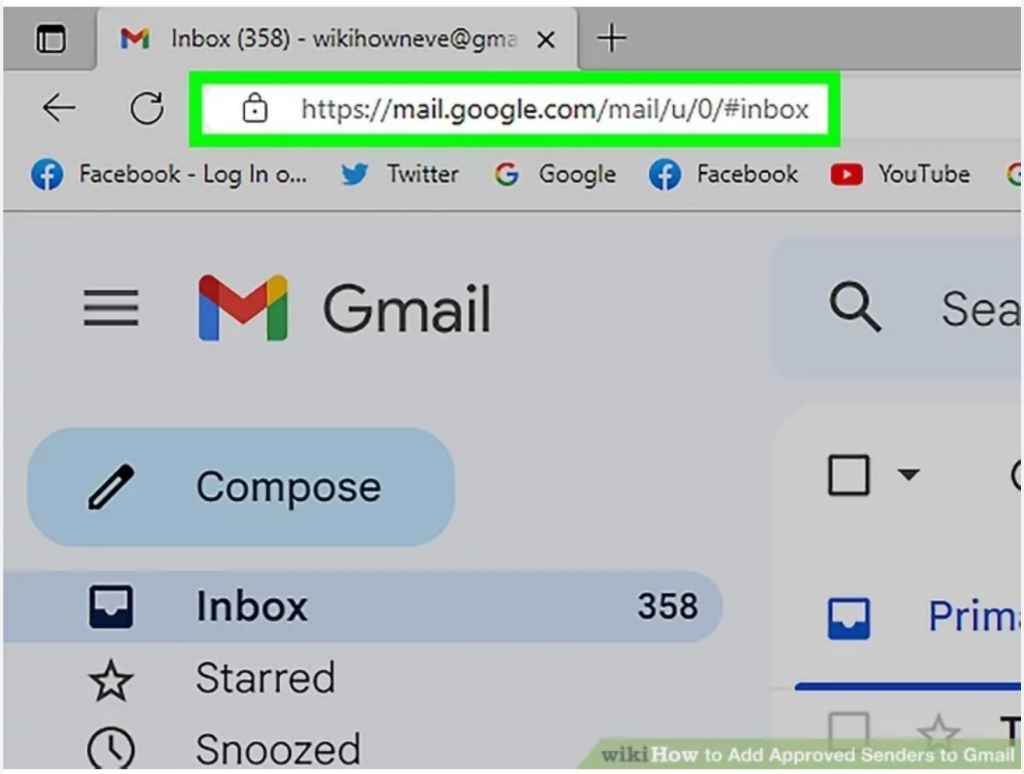
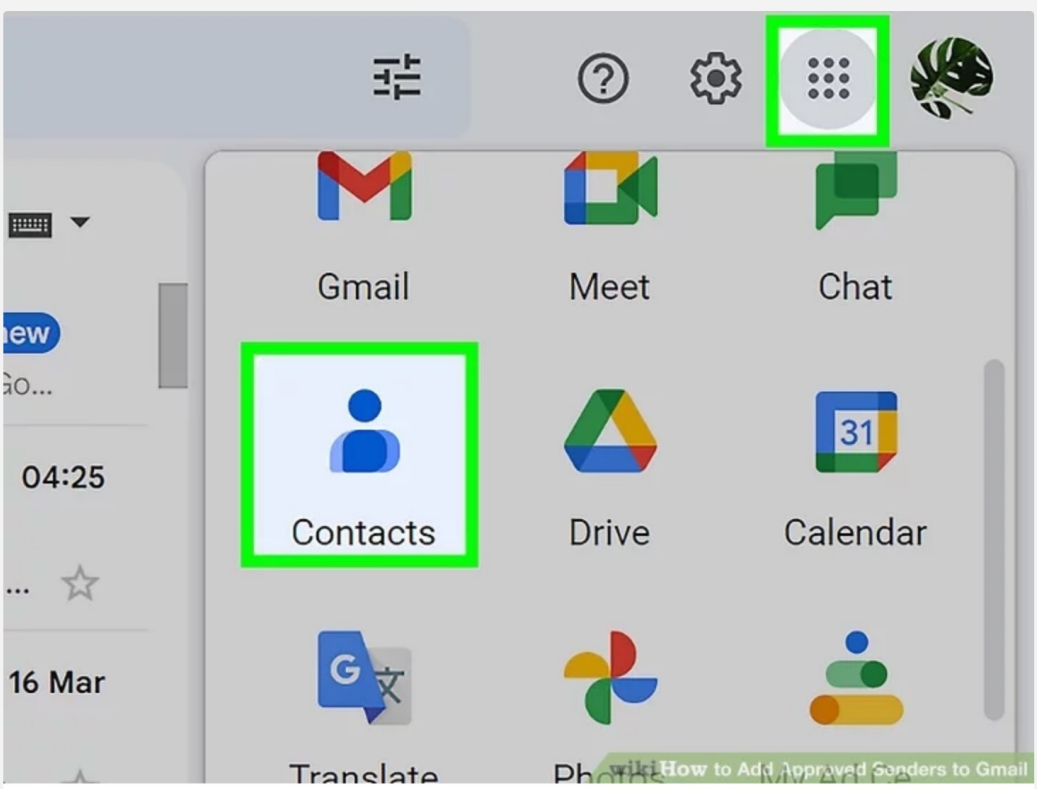
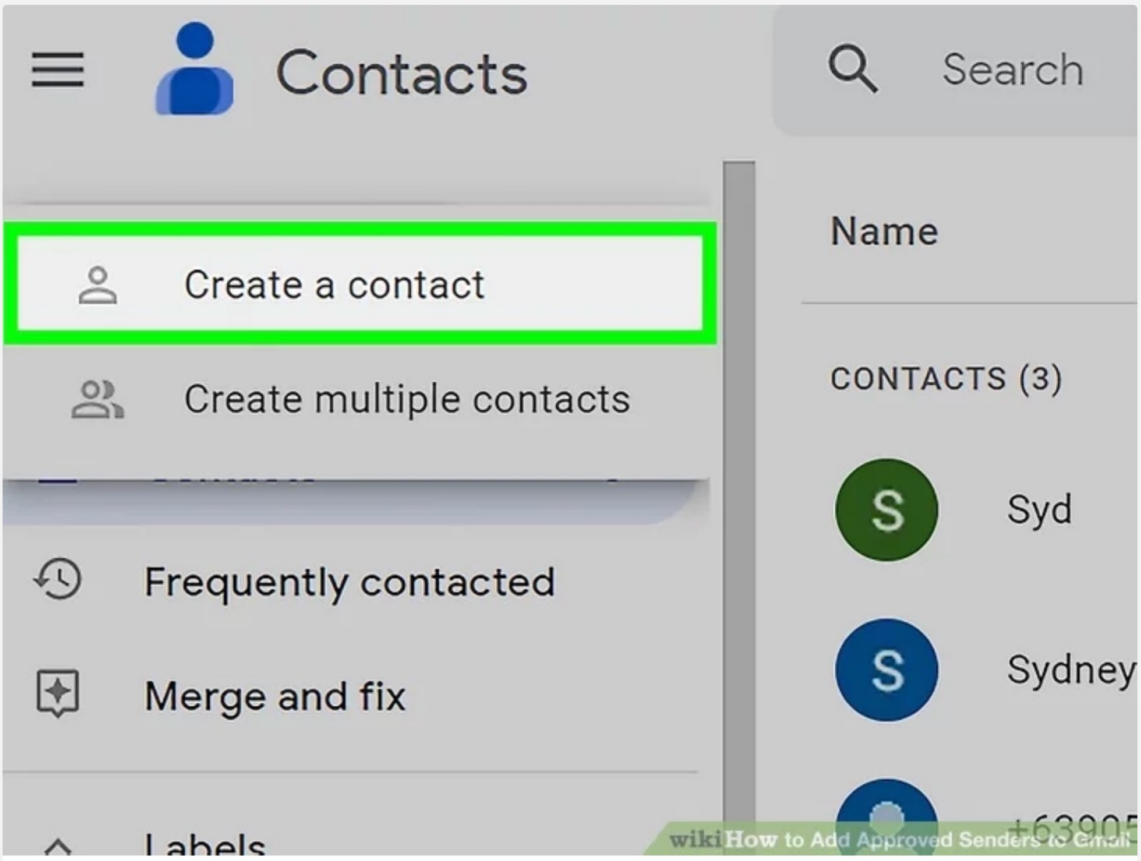


1 Go to your Gmail account.

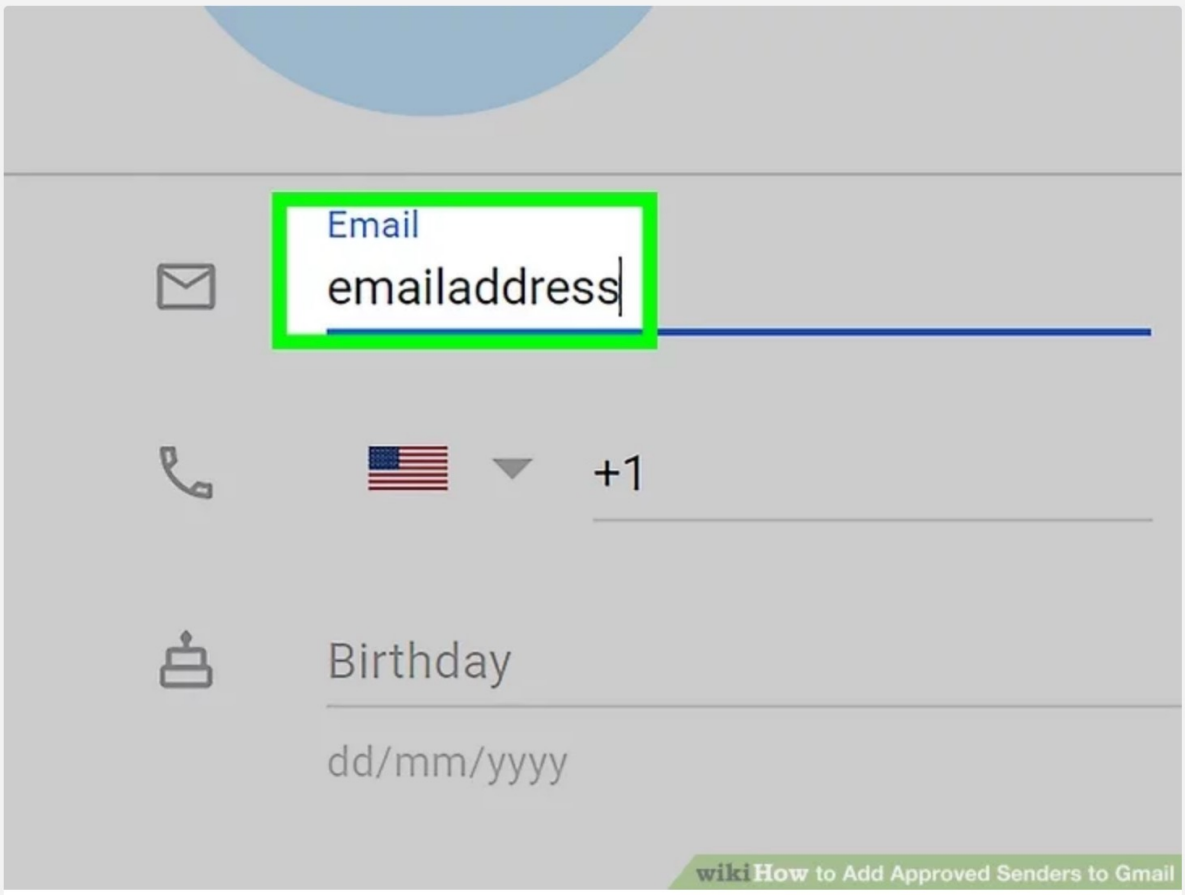


2 Click Contacts. This is located in the left hand column next to your mails.

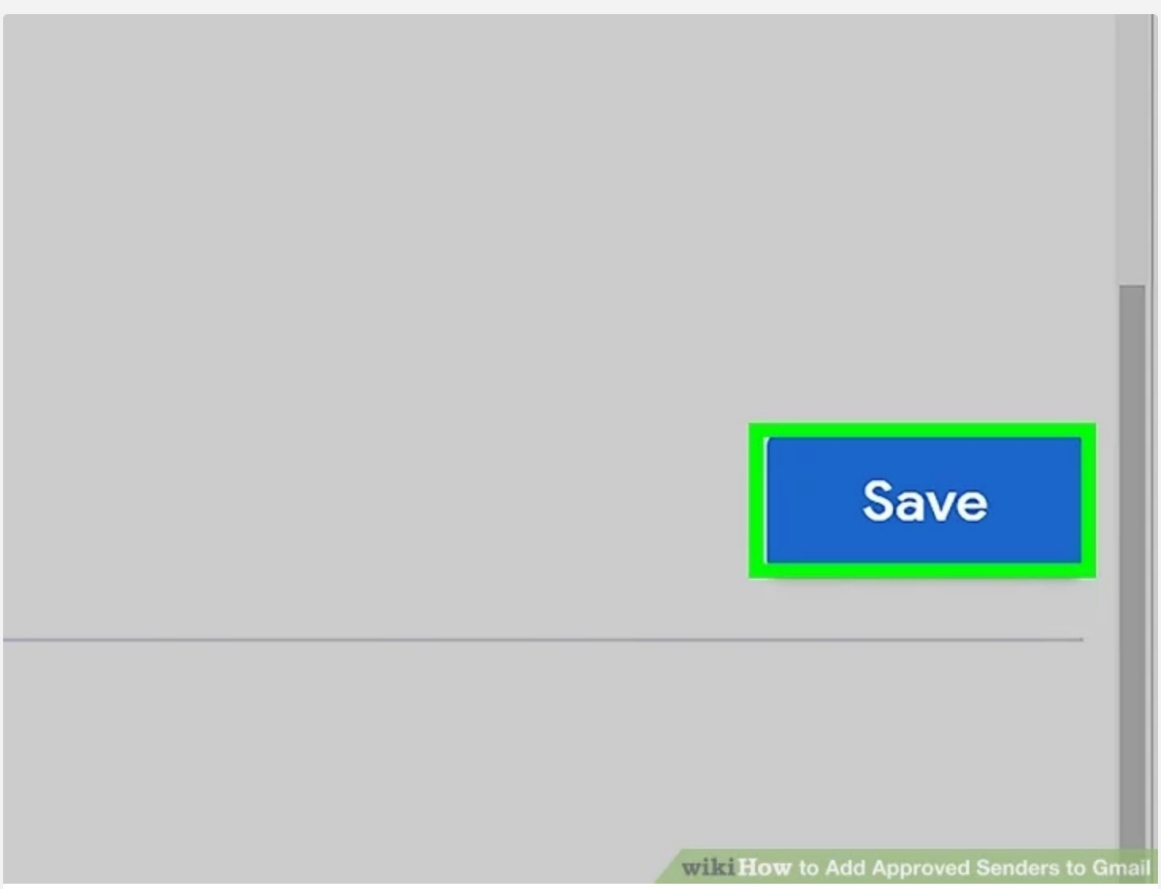


3 Click Create a contact.

4 Enter a name for your contact.



5 Enter the email address for your contact.



6 **Click** Save. You're done!