To add someone to the FHIA distribution list:

Summary:
1. Make them a Contact
2. Enter their FH street address and other useful info as a Note in their contact entry
3. Apply the label "forest_home_news_mail_list" to their Contact entry to add them to the FHIA distribution list

Details:
These details were checked in October 2021. Google makes changes quite often.
1. Log in to *foresthomenews* account
2. Open the Google Contacts app by

   - choosing the Contacts option [🧑] under the [⚏] icon (9 dots in a square) at upper right.
     By default, this usually opens the contacts list in a new tab. Your browser may let you right-click (in Windows) on the Contacts icon and choose to open the list in a new window. For other hardware or operating system, the equivalent to a right click will depend on your hardware and settings.

   - or opening a new browser window and going to https://contacts.google.com/.

     Using the Contacts app in a separate window is recommended. Notes below describe alternative methods for managing Contacts starting from within the Google Mail app.
3. Search for the person's name to see if they are already a contact but not on the distribution list (see step 3 in Summary above) or perhaps have a different or misspelled email address. If appropriate or necessary, clarify what is needed with the individual.
4. Click Create Contact button (upper left)
5. Enter First Name, Last Name, Email. In Notes, put street address and any other useful info, e.g., if you know they are a tenant rather than homeowner. NOTE: If I get a request that doesn't include a street address and that I don't recognize, I send email asking for a street address.
6. Click blue Save button (upper right of entry form)
7. **IMPORTANT: YOU HAVE NOT FINISHED YET**. There is one more step to add them to the distribution list.
8. Click on [⋮] icon which is at upper right of Contact Details for the person you have just added).
9. A dropdown menu opens. Click on the line "**forest_home_news_mail_list**" which should get a tick mark. Click anywhere outside the menu. The Contact

Details should now show [*forest_home_news_mail_list*] under the name, near the [▭] icon.

NOTE: You can also add the label using the [▭] icon that is under the name of the person. This opens the "Manage labels" menu which lets you choose the "forest_home_news_mail_list" label. **Warning:** if you use this method, you need to click on Apply before you close the "Manage labels" menu.

10. Finally, use <- at upper left to return to list of contacts or just close the Contacts app window or tab.

Notes on the different ways to manage Contacts in Gmail:

A. Use the Contacts app

There are two ways to open the Contacts app in a full browser window that will let you add or delete a contact and apply or remove the "forest_home_news_mail_list" label. Log in to the *foresthomenews* Gmail account before you begin.

1) Choose the Contacts option in the dropdown menu that comes up if you click on the icon at upper right that is 9 dots in a square [⁙]. By default, this usually opens the contacts list in a new tab. Your browser may let you right-click (or equivalent, which will depend on your hardware, operating system, and settings) on the Contacts icon and choose to open the list in a new window.

2) Open a new browser window and go to https://contacts.google.com/

The Contacts app uses a full browser window or tab for managing contacts. To see the details for an existing contact, browse by scrolling or search (at top of window) and click on the name to get to the page with contact details. You can also see the most useful options if you hover over a row in the contacts list. A pencil icon or a blue Edit button lets you change the details. Use the blue Save button to save any changes. If you see the three-dot icon [⋮], it should let you check or modify labels for the selected contact.

NOTE: The recommended way to remove someone from the distribution list is to uncheck the "forest_home_news_mail_list" label and make a note of the date on which removal was requested. Do not delete the Contact record. This preserves some useful historical data for future board members and for preparing the next version of the printed Forest Home directory.

Adding or removing labels in the Contacts app

Select one of the following options

- The three dots icon [⋮] offers various actions, including changing the labels. If you use this method, you can just add or remove the check mark for the label.
- You can also change the labels using the [▭] icon that is under the name of the person. **Warning:** if you use this method, you need to click on Apply after you have added or removed a label.

B. Use the righthand side panel within the Google Mail app
A different way to access the list of Contacts is by using the right "side panel" in the Gmail application. This is a convenient way to modify an existing contact entry. See note C below for a method for starting to create a new contact from the Mail app.

If the side panel at right of the Gmail application window is not already expanded look for a narrow column with 3 or 4 icons at right. Use the < or > at the bottom right corner to show or hide this column. One of the icons in the narrow column is a white person in a blue circle -- the Contacts icon [👤]. Click on it to expand the side panel to show a list of your contacts. Scroll or search to find the person. Click on a name to bring up details for the contact and use the pencil icon to make changes.

When you click on the pencil icon, a new tab will open showing the individual entry in the Contacts app, ready for you to make changes. From here you can use the [▷] icon to add or remove the "forest_home_news_mail_list" label. Remember to click Apply after making label changes -- it's easy to forget. Use the blue Save button to save your changes and check that the label is displayed under the contact name. If you forgot to click on Apply, you can use the three dots icon [⋮] to add the label now.

You can close the expanded side panel using the X at top right or clicking on the Contacts icon in the narrow icon menu.

You cannot conveniently create a new contact from the Contacts list in the righthand side panel. But you can use the square icon with a diagonal arrow [↗] to open the Contacts app in a new tab and use the "Create contact" option at top left.

C. Adding a new contact from the Google Mail app
If you hover over a name in the mail application, you will see a pop-up display that has an icon at upper right. It will be a pencil if the name already corresponds exactly to a contact entry or an icon with a + and an outline of the usual Google Contact icon [👤+], indicating that you can add this person as a Contact. If you click on "Open detailed view" the righthand side panel will open even if it was closed before.

Warning: You may be confused to see a familiar name showing up with the "Add to contacts" icon [👤+]. This will be because the person sent a message using one address, but they are in the Contacts list with another one. This happens often for people with Cornell email addresses because Cornell introduced a new ability to use an address based on a name as an alias for the old four-character id. You don't want to create a second entry for the same person.

D. Reminder: In the Contacts app:

The pencil icon is where you can:
- o Change the email address or other details
- o Add a note

The icon with three dots in vertical line [⁝] is where you can:
- o Add someone already on the contacts list to the distribution list by applying the "forest_home_news_mail_list" label
- o Remove someone from the distribution list without deleting them from the contacts list. Remove the label and add a note to document the removal.
- o Delete someone from the contacts list entirely. Don't do this casually. The record that the person lived in Forest Home for a period may be useful for future boards.

The ▷ icon is just for adding or removing labels. You need to click on Apply to confirm the action.

Caroline Arms. October 7, 2021