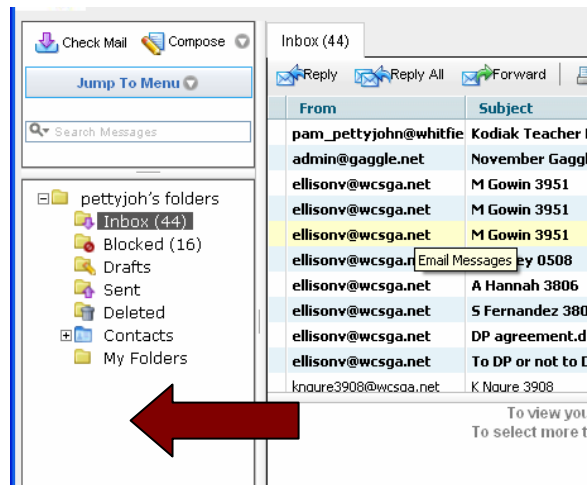
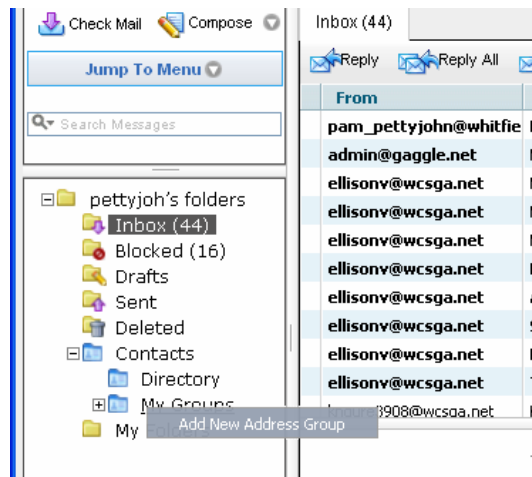


How To Set Up Gaggle Email Groups

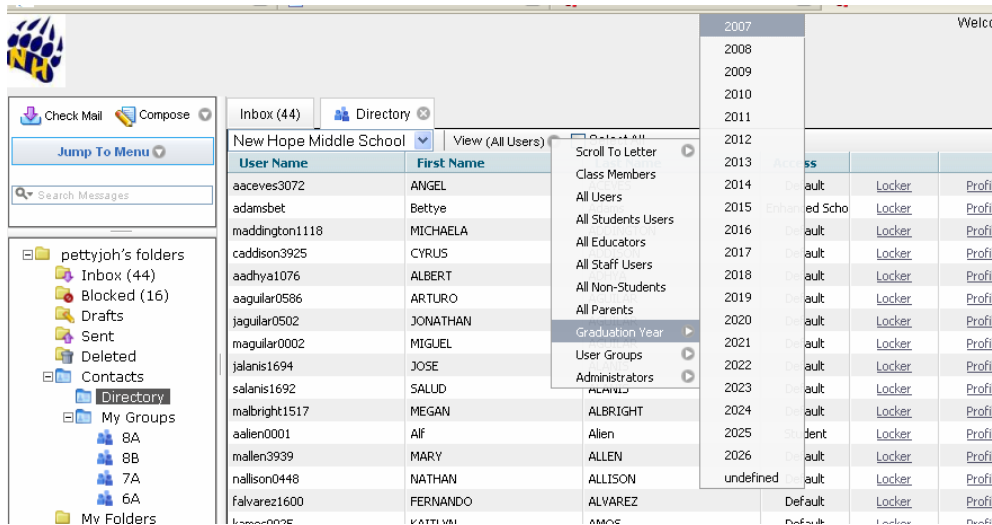
1. Login to <http://www.whitfield.k12.ga.us/gaggle> using your Infinite Campus login/password.
2. From your Inbox, expand your contacts folder.



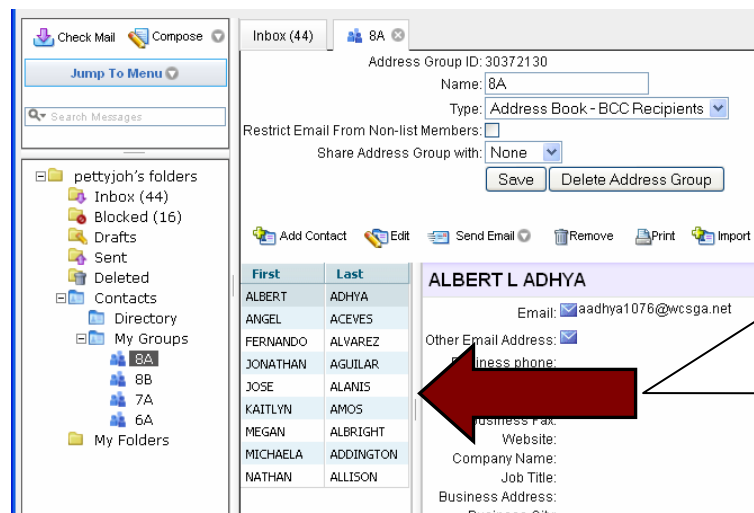
3. Right-click on the "My Groups" folder and choose "Add New Address Group".



4. Your new group folder will appear under "My Groups". Double-click the new group to name it.
5. Now, click on the Directory directly under "Contacts."
6. You can sort/filter the directory by going to "View All users."



7. Hold down the CTRL key and click on each student who belongs in the group.
8. Click and drag the students from the directory into the group folder.
9. Now click on the group folder to see the students who are now enrolled in your group!



Here are my students from my 8A group.