

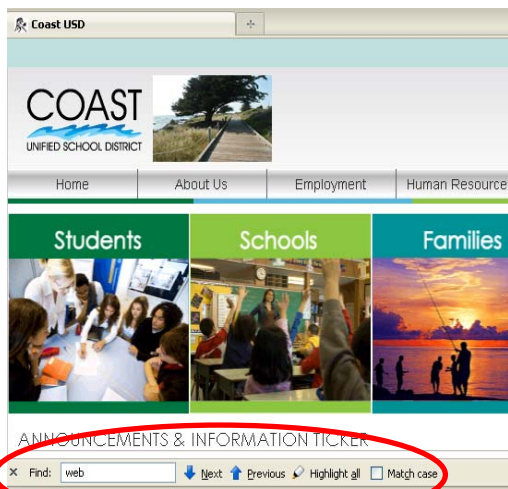
# tech tips 4 week 3

## 90 Percent of People Don't Know How to Use CTRL+F

Ctrl+F opens up a little box at the bottom of a webpage.

Simply enter the word you're looking for and press enter.

*Congratulations! You're now part of the informed 10%!*



## Create Contact Groups

Is there a group of people you email regularly?  
Tired of entering each one into the "To" Line?  
Create a contact group. Here's how:

1. Click **Contacts** along the side of any page.
2. Click the **New Group** link on the left side of the Contact Manager, or select **Create new** from the **Groups** drop-down menu.
3. Enter the name of the group.
4. Click **OK**.

To add contacts to a contact group:

1. Select the contacts in the Contacts list.
2. Open the **Groups** drop-down menu.
3. Select the group you'd like to add the contact to, or select **Create new** to create a new group.
4. If you have multiple addresses saved for a contact, you can choose which address should belong to the contact group by opening the contact and clicking the small arrow next to the group you'd like to modify.

## What? No Ninja?



If you didn't see this Ninja image in the previous email then you need to enable your email to view images. Here's how:

1. Sign in to Gmail.
2. Open the message.
3. Click **Display images below** in the green box above your message. Or, if you'd like to always view images from a particular sender, click **Always display images from sender@domain.com** instead.

If you choose to always display images from a particular sender, you can disable this functionality at any time by following these steps:

1. Sign in to Gmail.
2. Open the message.
3. Click **show details** at the top of the message pane.
4. Click **Don't display from now on**.

At the moment, you can't set Gmail to display all images from any sender; you must do this on a per-contact basis.