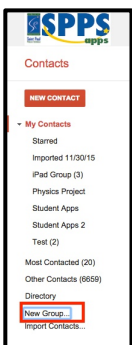
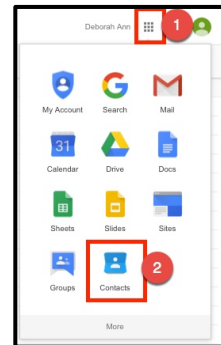


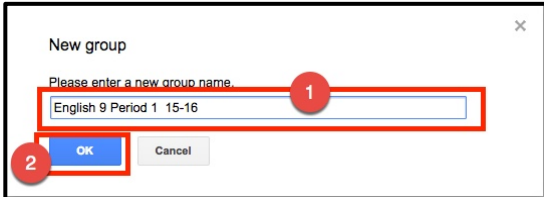
Create a Contact Group in SPPS Apps

Use the file .csv file you exported from the Teacher Activities Page to create a contact group in SPPS Apps.

1. Log in to your SPPS Apps account at start.stpaul.k12.mn.us
2. Click on **MAIL**
3. Click on the **MENU** icon (#1) in the upper right corner
4. Click on **CONTACTS** (#2)

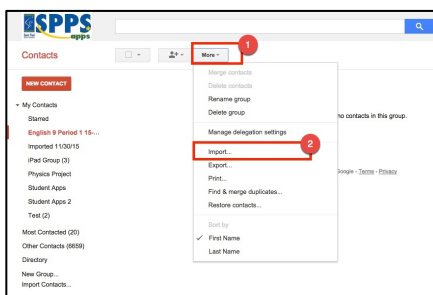


Click on **NEW GROUP** in the left menu bar



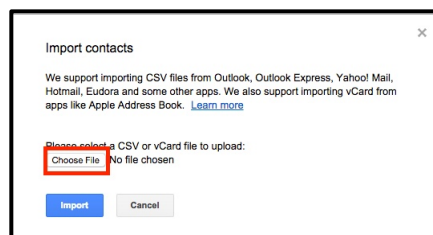
1. Name the group
2. Click **OK**

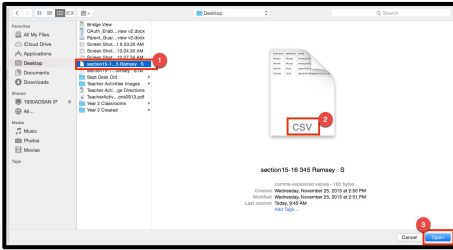
Upload the .CSV File to Add Contacts to Your Contact Group



1. Click on **MORE**
2. Click on **IMPORT**

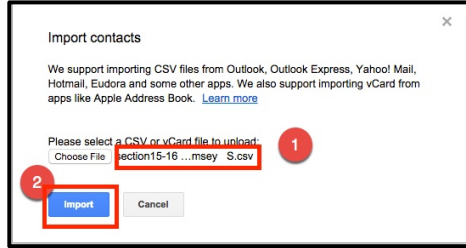
Click **CHOOSE FILE**



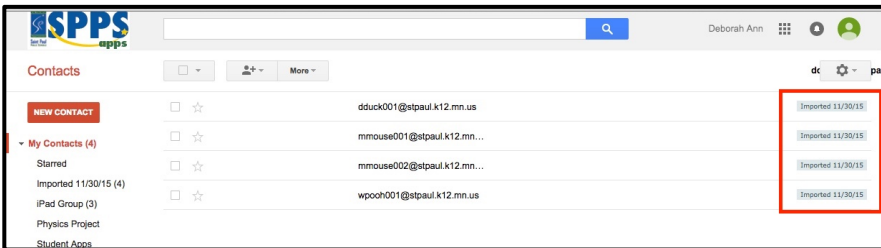


1. Click once on the file name to select it
2. Verify that it is a .csv file
3. Click **OPEN**

1. Verify the file name
2. Click **IMPORT**

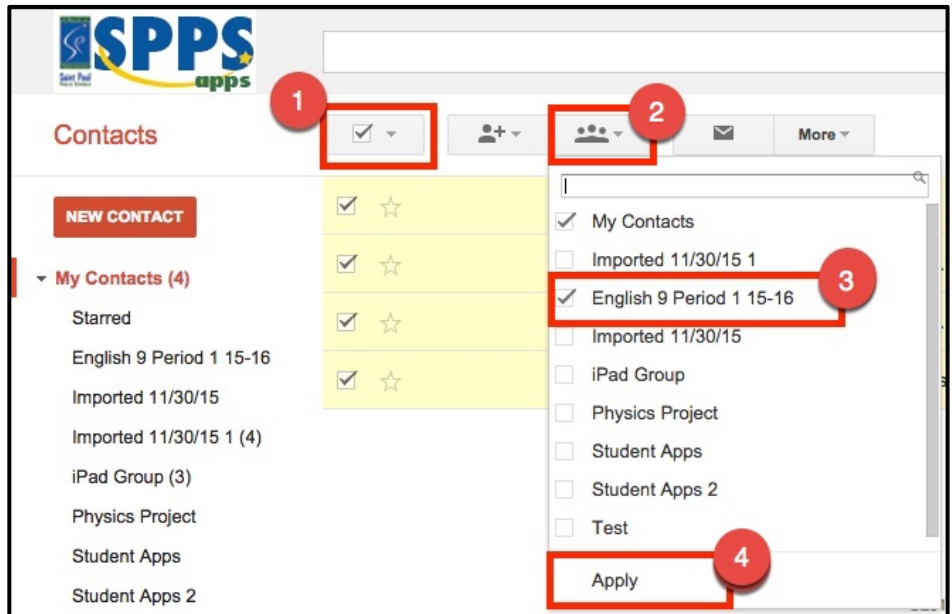


Once your contacts have been imported, they will appear with *Imported mm/dd/yyyy* to the right of the email address



Add New Contacts to Your Group

1. Click on the Check Box to select all contacts
2. Click on the **GROUPS ICON**
3. Click on the **GROUP NAME** to select it
4. Click **APPLY**



To Delete the Imported Group from Your Contacts List

1. Click on the Group Name under **My Contacts** to select it
2. Click on **MORE**
3. Click **DELETE GROUP**
4. Click **OK**

This will simply delete the group. Your contacts will remain.