

# *Tech Tools: Google Contact Sharing*

*Fall Workshop 2019*

*Karen Hunter '85 (Dallas) & Rachael Delaney (Waco-McLennan)*

[Club Name Here]	[Officer Position Here]	[desired email address]@aggienetwork.com	DesiredPasswordHere
Waco McLennan County	VP Membership	<a href="mailto:WacoMembership@aggienetwork.com">WacoMembership@aggienetwork.com</a>	Members19!
	VP Fundraising	<a href="mailto:WacoFundraising@aggienetwork.com">WacoFundraising@aggienetwork.com</a>	
	VP Programs	<a href="mailto:WacoPrograms@aggienetwork.com">WacoPrograms@aggienetwork.com</a>	
	VP Special Events	<a href="mailto:WacoEvents@aggienetwork.com">WacoEvents@aggienetwork.com</a>	
	Corresponding Secretary	<a href="mailto:WacoCorrespond@aggienetwork.com">WacoCorrespond@aggienetwork.com</a>	
	Exam Packs	<a href="mailto:WacoExamPacks@aggienetwork.com">WacoExamPacks@aggienetwork.com</a>	
	Scholarship	<a href="mailto:WacoScholarship@aggienetwork.com">WacoScholarship@aggienetwork.com</a>	
	Treasurer	<a href="mailto:WacoTreasurer@aggienetwork.com">WacoTreasurer@aggienetwork.com</a>	
	Historian	<a href="mailto:WacoHistorian@aggienetwork.com">WacoHistorian@aggienetwork.com</a>	

*Having the addresses for the officer positions available will make this process easier*



# Google

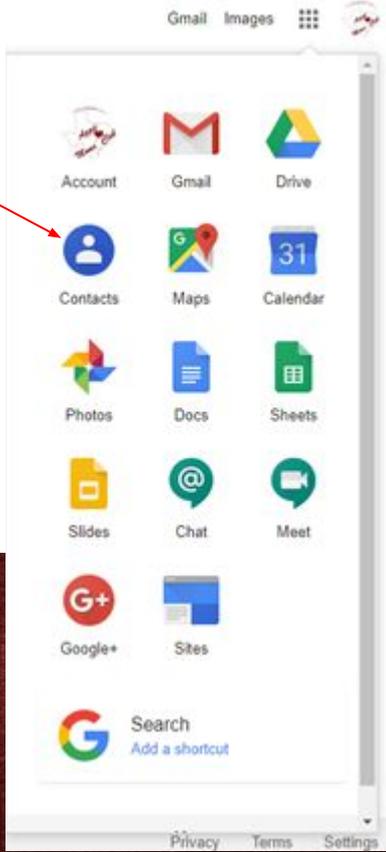
Google Search

I'm Feeling Lucky

*On the Google front home screen click  
on the  Icon in the upper right  
corner*

# Google

Google Search I'm Feeling Lucky



*From the drop down menu choose the  
Contacts  Icon*

Contacts

Create contact

Contacts

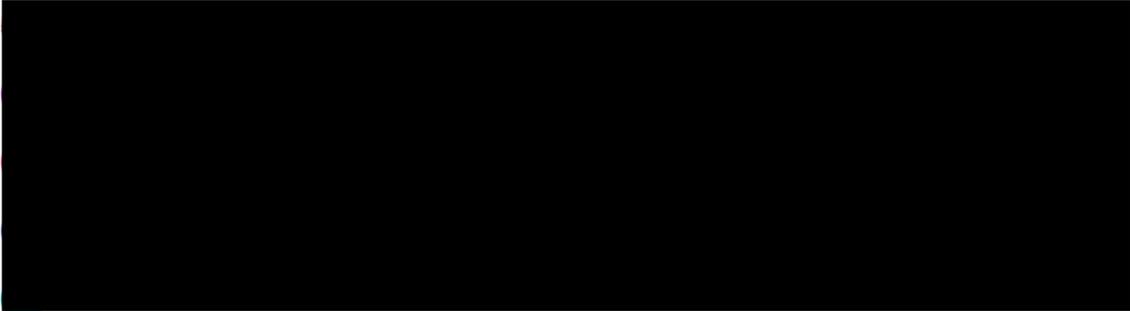
Frequently contacted

Duplicates

Labels

2017	14
2018	16
2019	22
2019-2020 Officers	13
2020	10
2021	29
2023	11
current members	
Other Aggie Moms	215
Paypal	

Search

Name	Email	Phone number	Job title & company
			

*We have our moms split up into a couple of different categories:*

- 1. Other Aggie Moms- moms who were at one time members but are not any longer (they still get emails inviting them to participate in fundraisers)*
- 2. Members- those who have paid memberships or are lifetime members but NOT officers*
- 3. Officers- officers and appointed positions*
- 4. Years- this is the year of the aggie associated with that mom. Some mom may be in members, 2019 and 2023- we do not send emails to these accounts often. Primarily for freshman moms, juniors to remind them of rings and seniors to remind them of graduation applications and cap and gown purchases.*

☰ Contacts

+ Create contact

- 2023 11
- current members 27
- Other Aggie Moms 216
- Paypal
- + Create label
- ▼ More

Other contacts

Settings

Send feedback

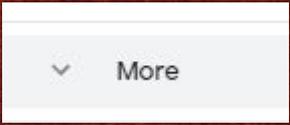
Help

Search

☰ The Association

Name	Email	Phone number	Job title & company
[Redacted]			

*While on the main Contact page (not a group), use the left menu and scroll to "More" and click on the down arrow to open more options*



☰ Contacts

+ Create contact

📄 Import

📄 Export

🖨 Print

👤 Delegate access

↶ Undo changes

👤 Other contacts

⚙ Settings

💬 Send feedback

❓ Help

🔍 Search

☰

The Association

🇸🇦

Name	Email	Phone number	Job title & company	⋮
[Redacted content]				

*From the new options that are available scroll down and select "Delegate access"*





Create contact

- 2020 10
- 2021 29
- 2023 11
- current members 27
- Other Aggie Moms 216
- Paypal
- Create label
- More
- Import
- Export
- Print
- Delegate access
- Undo changes

Name Email Phone number Job title & company

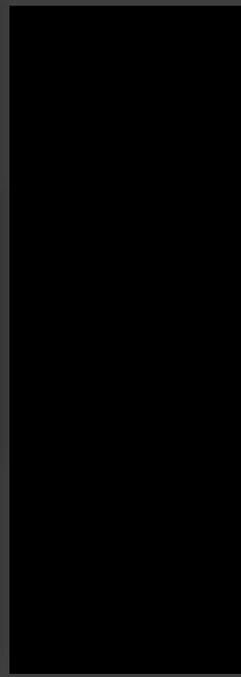
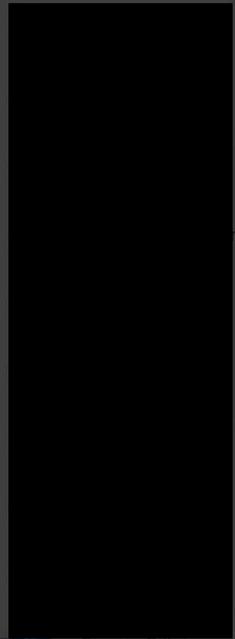
FREQUENTLY CONTACTED

Invite delegate

wacomembership@

SEARCH RESULTS

- wacomembership@aggienetwork.com  
wacomembership@aggienetwork.com



+ Create contact

- 2020 10
- 2021 29
- 2023 11
- current members 27
- Other Aggie Moms 216
- Paypal
- + Create label

- ^ More
- 📶 Import
- 📄 Export
- 🖨️ Print
- 👤 Delegate access
- ↶ Undo changes

Name Email Phone number Job title & company

FREQUENTLY CONTACTED

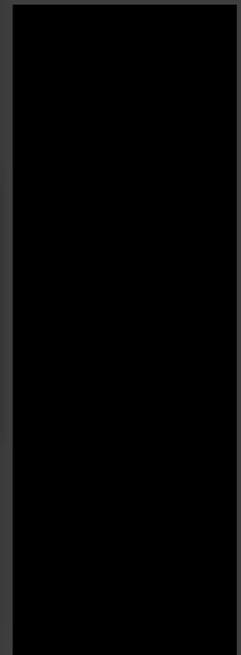
### Invite delegate ✕

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 wacomembership...

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Add a message Send



Create contact

Name Email Phone number Job title & company Labels

- 2020 10
- 2021 29
- 2023 11
- current members 27
- Other Aggie Moms 216
- Paypal
- Create label
- More
- Import
- Export
- Print
- Delegate access

FREQUENTLY CONTACTED

[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

**Delegate access**

Delegates can view, edit, delete and create contacts. [Learn more](#)

**Delegates**

 null ✕  
wacomembership@aggienetwork.com

[Invite delegate](#)

[Done](#)