

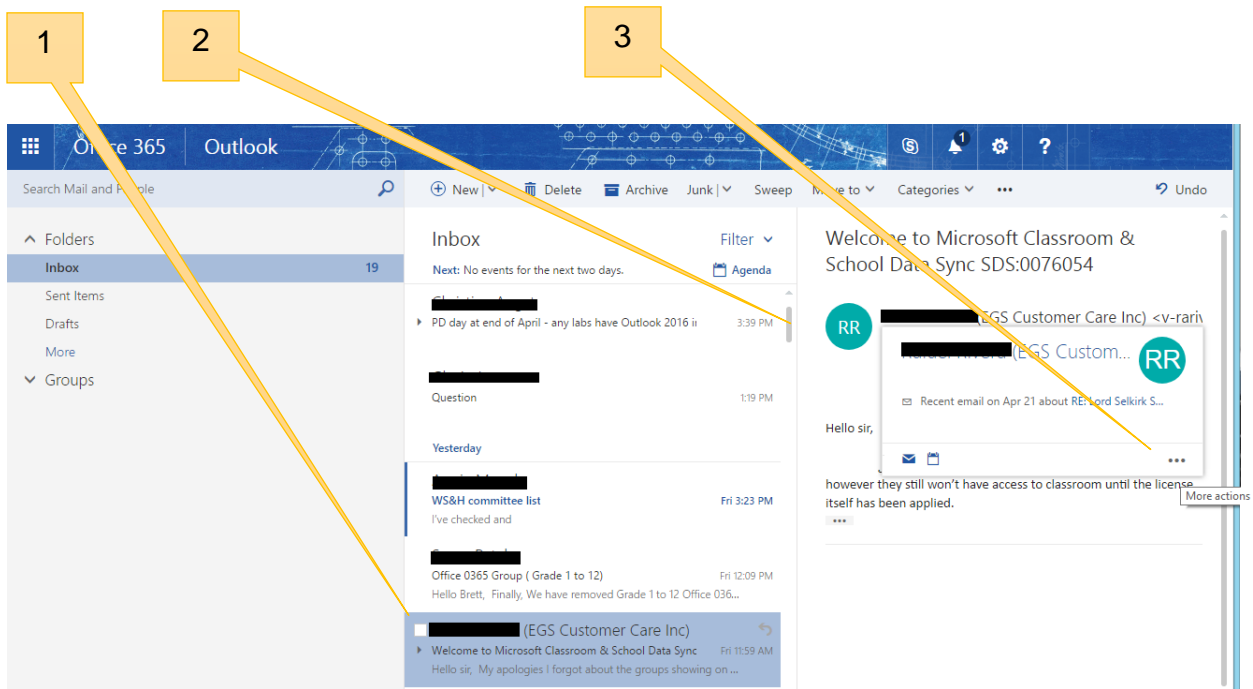
Managing your Contacts and creating Contact Groups – Web version

How to quick-add a person to your Contacts once they have emailed you

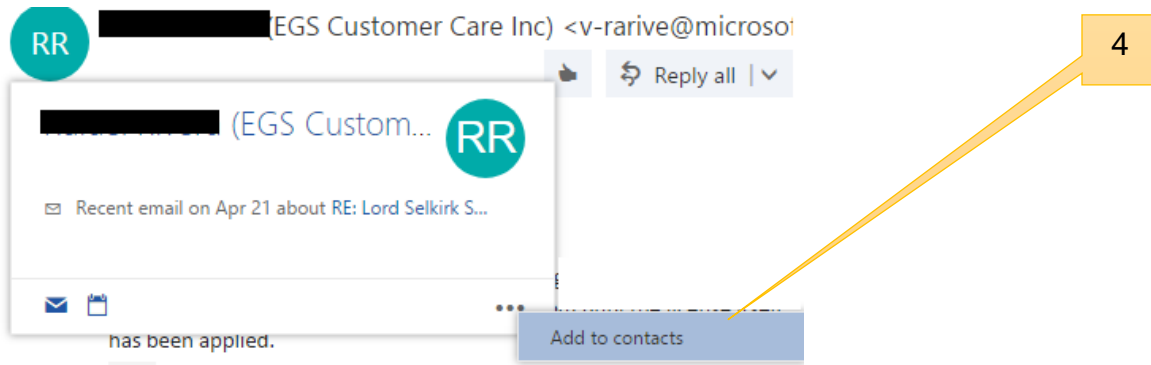
If a person emails you and you want to add that person to your Contacts:

1. Click on the email
2. Mouse-over the person's name
3. Click More options...
4. Click Add to Contacts

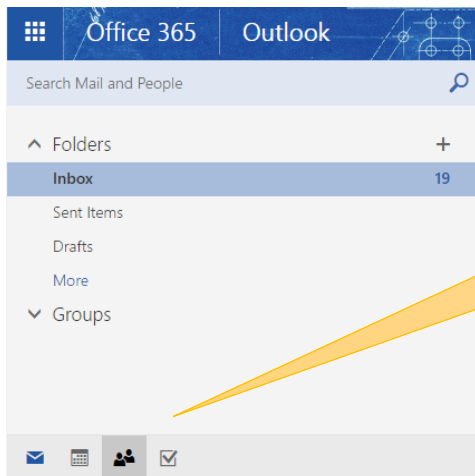
Your screen will change to allow you to add the person to your Contacts.



(Zoomed in)



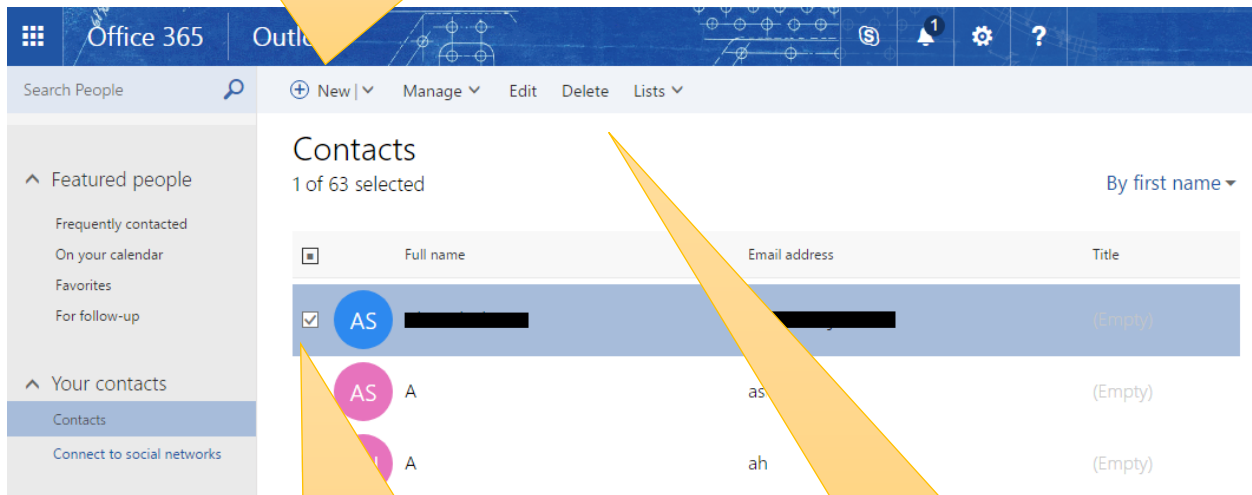
Viewing the Contacts area of your account



Click the *People* icon button at the bottom left corner of your page.

Once you click the icon, your screen changes to the *Contacts* area of your account. Here, you can create, delete, import and export your contacts.

Click **New** to add a new contact



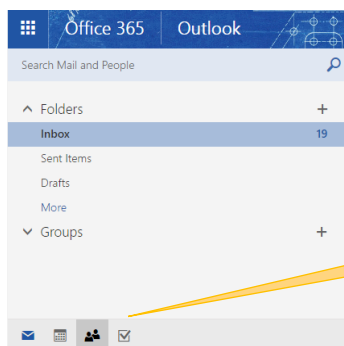
If you want to edit or delete a contact, click the check box beside the person's name...

These options then appear.

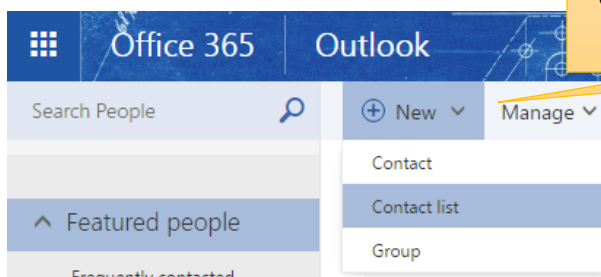
Creating a Contact Group

There may be a group of people that you regularly email. If this is the case, you can create a Contact Group to make selecting them easier next time you want to email them.

Instructions:




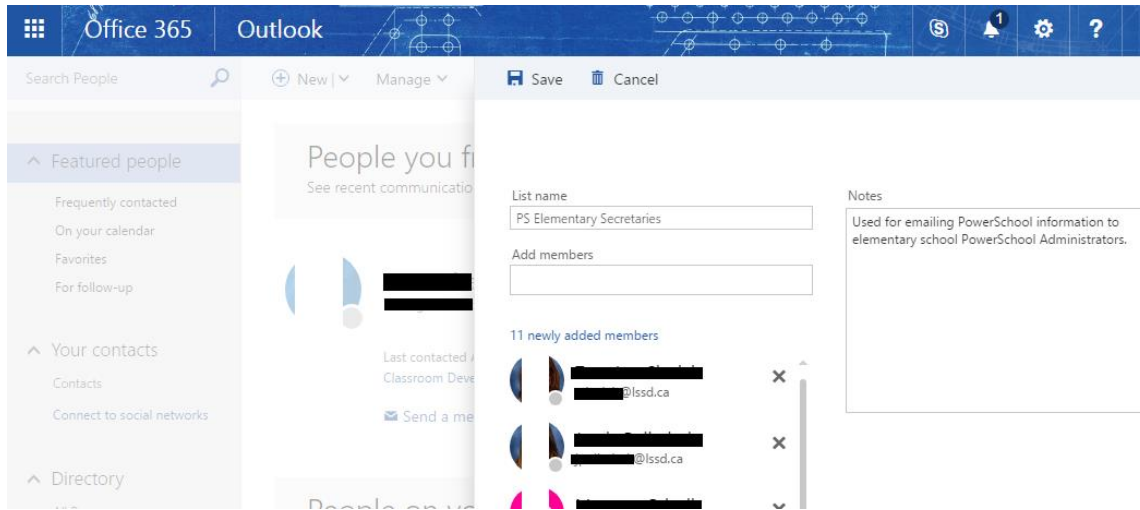
Click the *People* icon button at the bottom left corner of your page.



Click the down arrow right beside the **New** icon...

...and then click **Contact Group** menu option.

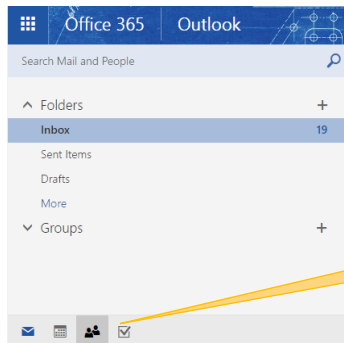
Type in a descriptive name and add members to it by typing their names into the Add members field. Click  Save when done.



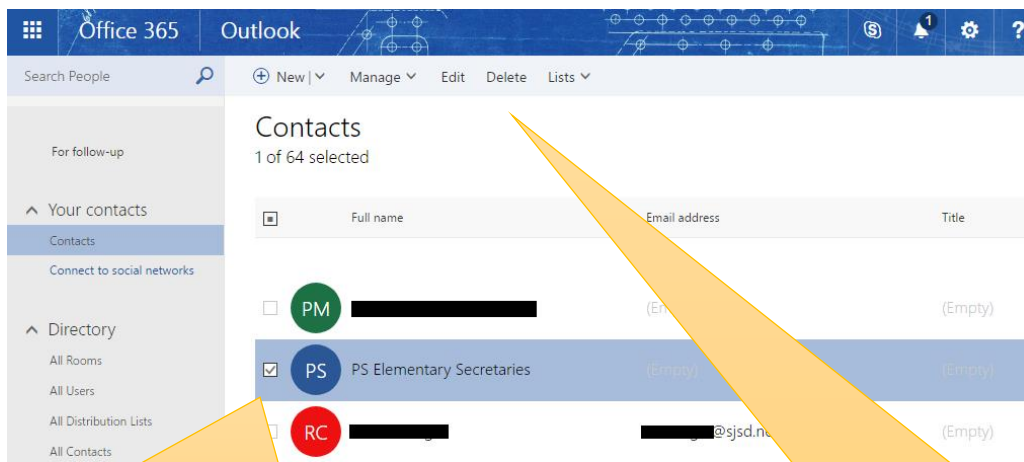
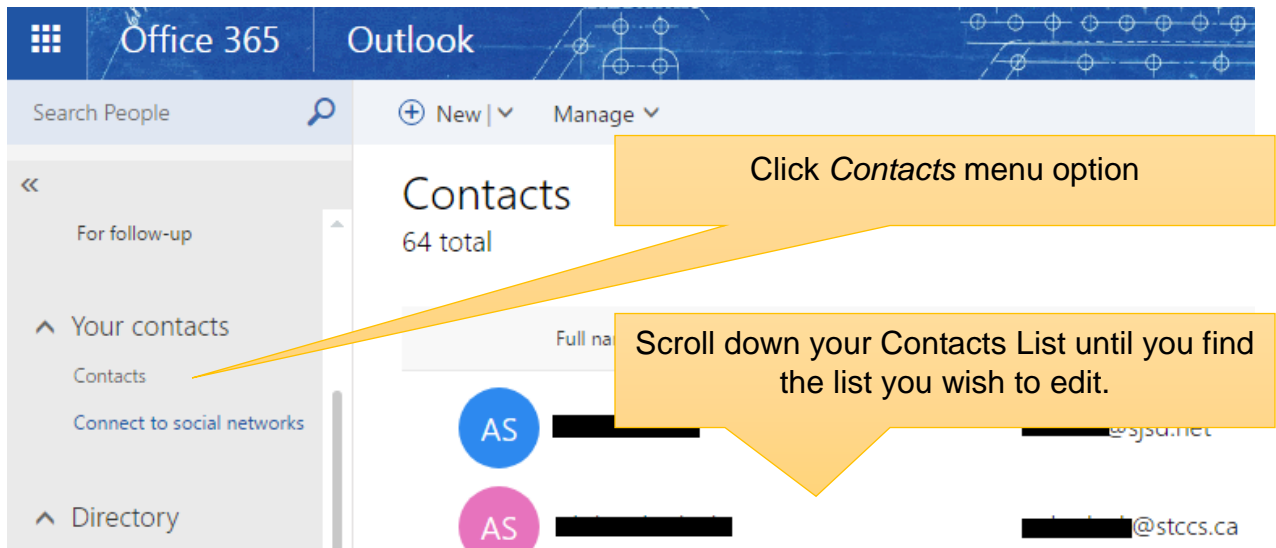
Once saved, you can now use the group's name in the **To** field of future email.

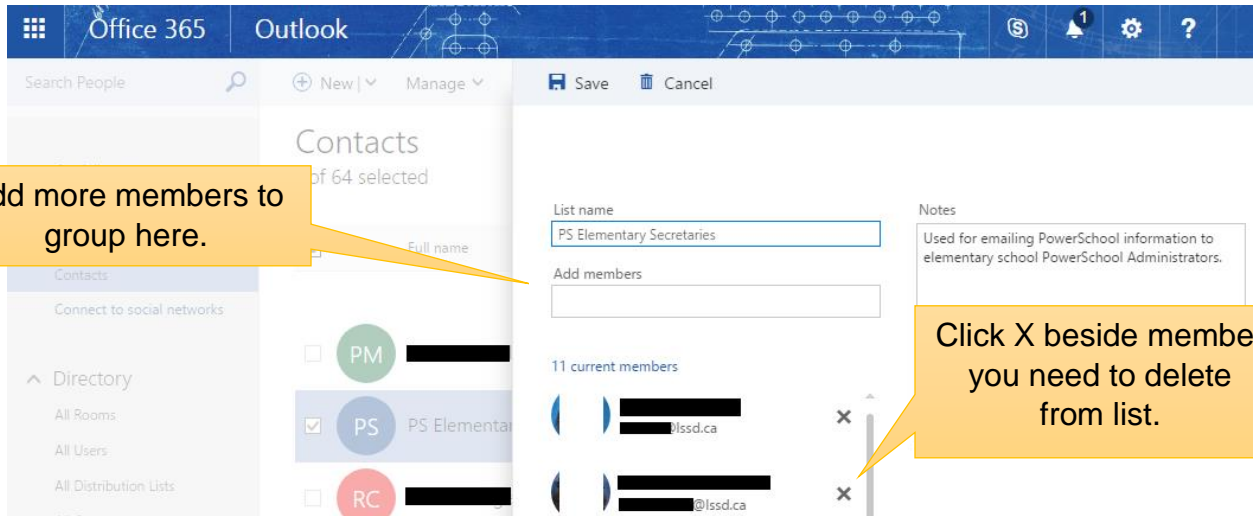
Updating your Contact Lists


In the last example a Contact List named "PS Elementary Secretaries" was created. What if we need to add or remove members from this list?



If necessary, click the *People* icon button at the bottom left corner of your page.





Click  Save once you are finished editing list.