

Managing Your Contacts

- **Getting Started**

Creating New Contact

You can create new contacts manually by performing the following steps

1. Click on the **Contacts** icon on the menu bar
2. Click on the **New Contact** button
3. Enter a **Primary Email Address**
4. Enter any other information you wish (all other fields are optional)
5. Click on the **Save Changes** button

Adding New Contact from Email

You can also add contacts from an email you have received. You can do so by performing the following steps:

1. Locate an email from a sender you wish to add
2. Right click on the email
3. Choose **Add Contact**

Importing Contacts

You can also import a list of contacts from an exported file from another email program such as Microsoft Outlook. To import contacts:

1. Click on the **Contacts** icon on the menu bar
2. Click on the **Import Contacts** button
3. Select the application that exported the contacts (please note the list of supported exports)
4. Click on **Browse** to specify the file on your hard drive that contains the exported contacts
5. Click on the **Submit** button to submit the file.

Editing Contacts

You may edit any contact in your address book as needed. To edit contacts:

1. Click on the **Contacts** icon on the menu bar
2. Locate the Contact you wish to edit
3. Click on the **Edit** icon to the right of the Contact
4. Edit the information as needed
5. Click on the **Save Changes** button

Deleting Contacts

You may delete any contact in your address book at any time. **Please note that if you delete a contact, there is no way to restore it.** You will have to recreate the contact to add it back. To delete contacts:

1. Click on the **Contacts** icon on the menu bar
2. Locate the Contact you wish to edit
3. Click on the **Trash** icon to the right of the Contact
4. Hit **OK** to confirm you wish to delete this contact
5. The Contact has been deleted.

Managing Your Groups

- **Getting Started**

Creating New Groups

Groups are a good way of sending emails to the same set of people again. You can create new groups by performing the following steps:

1. Click on the **Contacts** icon on the menu bar
 2. Click on the **New Group** button
 3. Enter a **Group Name**
 4. Add emails addresses, either manually typing each address in or adding them from your Address Book
 5. Click on the **Save Changes** button
- Due to mass email sending restrictions, Groups are limited to no more than 100 email addresses.

Editing Groups

You can edit groups by performing the following steps:

1. Click on the **Contacts** icon on the menu bar
 2. Locate the Group you wish to Edit
 3. Click on the **Edit** icon to the right of the Group
 4. Add/Remove emails addresses as needed
 5. Click on the **Save Changes** button
- Due to mass email sending restrictions, Groups are limited to no more than 100 email addresses.

Deleting Groups

You can delete groups by performing the following steps:

1. Click on the **Contacts** icon on the menu bar
 2. Locate the Group you wish to Delete
 3. Click on the **Trash** icon to the right of the Group
 4. Click **OK** to confirm you want this Group deleted
- Make sure you really want to delete this Group. There is no recovery once a Group has been deleted. You will have to recreate the Group if you need it again. Deleting a Group will not delete Contacts from your Address Book.