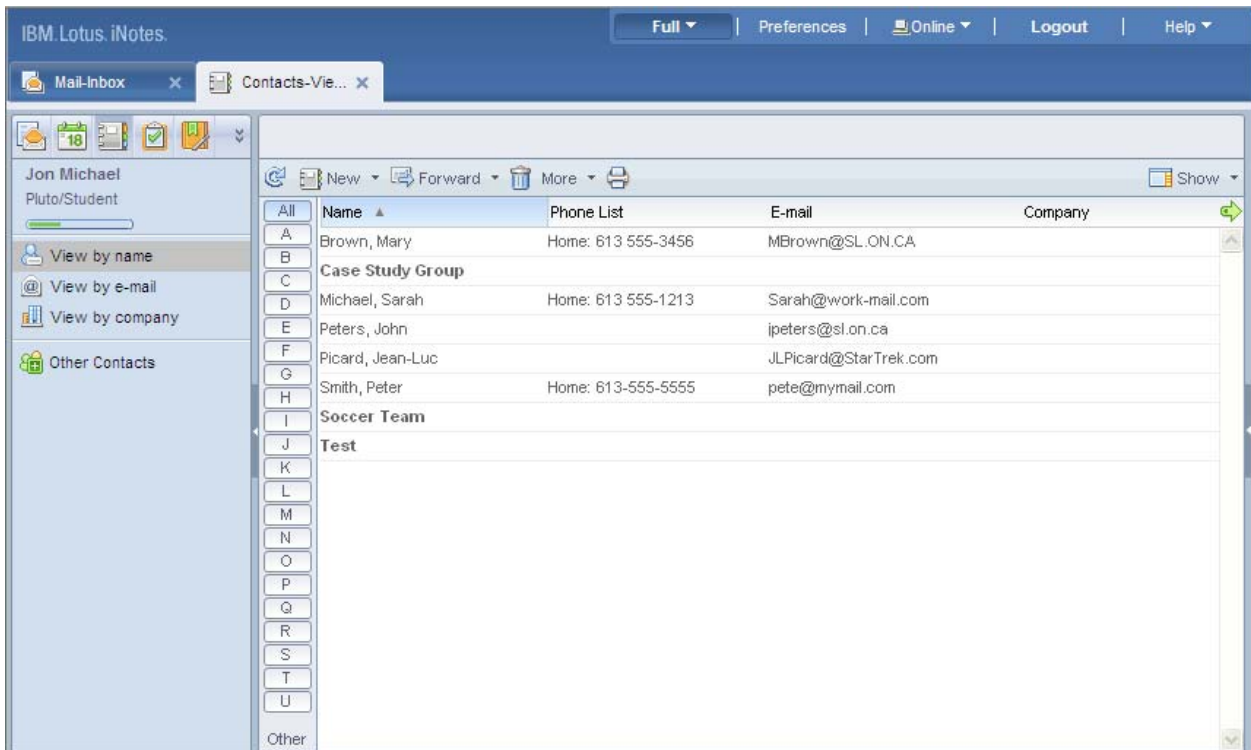


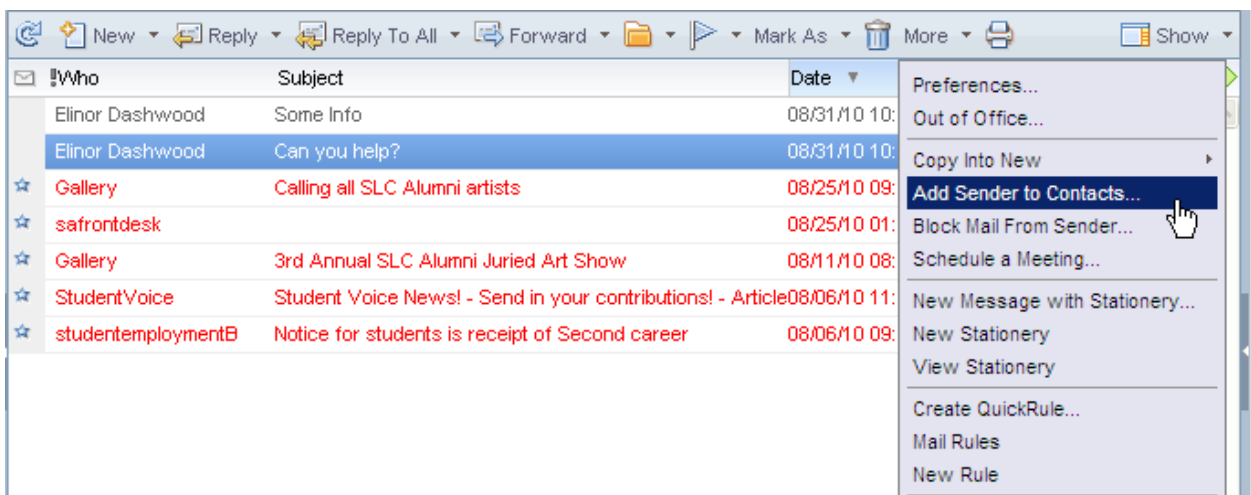
Your Personal Address Book (Contacts)

To view your personal address book, click the *Contacts* icon at the top left of the window. Both individuals and groups are displayed. A group is a mailing list and is displayed in **bold**.



Use the "Add Sender to Contacts" Option

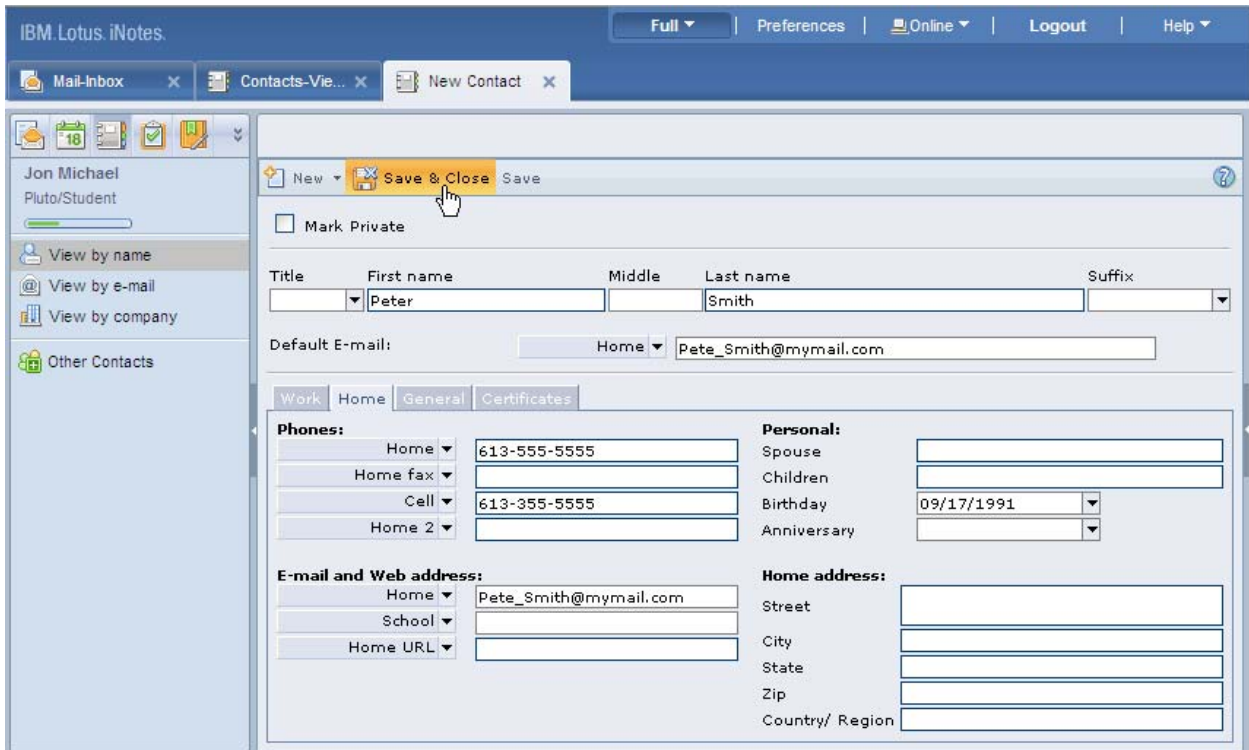
You can quickly add the sender of an e-mail message to your list of contacts. Either select or open the e-mail, click the *More* button and select the *Add Sender to Contacts* option.



A new *Contact information* window will open with the sender's name and e-mail address already entered. Enter additional information if desired, then click the *Save & Close* button at the top of the window.

Add Someone to Your Address Book

To add someone to your address book, click *New Contact* on the toolbar. When the *Contact information* window opens, enter the information in the available fields. Notice that there are 3 tabs on which to enter information: Work, Home and General. When complete, click the *Save & Close* button at the top of the window.



Change or Add Information About a Contact

To modify the information for an existing contact, double-click the contact's name in the list. When the *Contact information* window opens, edit the individual's information as required, then click *Save & Close*.

Delete a Contact

To delete someone from your address book, select their name in the list and click the *Trash* icon in the toolbar.