

EMAIL - CONTACTS

To create a contact:

1. Click **Contacts** along the left side of any page.
2. Click the **New Contact** button  in the top-left corner of the Contact Manager.
3. Enter your contact's information in the appropriate fields.
4. Click **Save** to add your contact.

NOTE: You can enter additional contact info by clicking **More Information** or by clicking the **add** link next to the appropriate field. Enter your contact's information in the appropriate fields and click **Save**.

Possibly the easiest way to add a new contact is this:

Email addresses are automatically added to your Contacts list each time you use the Reply, Reply to all, or Forward functions to send messages to addresses not previously stored in your Contacts list. If these addresses don't appear immediately, try waiting a few minutes or signing out of your account and signing back in. "Also, each time you mark a message as 'Not Spam,' your Contacts list is automatically updated so that future messages from that sender are received in your inbox

Editing contacts

To edit or delete a contact, open your Contacts list by clicking **Contacts** on the side of any page, and following the appropriate instructions below.

To edit a contact:

1. Select the contact in the Contacts list.
2. Click **Edit** at the top of the page.
3. Make your desired changes.
4. Click **Save** at the top of the page.

To add a contact to a contact group:

1. Select the contact in the Contacts list.
2. Open the **Groups** drop-down menu.
3. Under **Add to...**, select the group you'd like to add the contact to, or select **New group** to create a new group.

To remove a contact from a contact group:

1. Select the contact in the Contacts list.
2. Open the **Groups** drop-down menu.
3. Under **Remove from...**, select the group you'd like to remove the contact from.

To permanently delete a contact:

1. Select the contact in the Contacts list.
2. Click **Delete Contact** at the top of the page.
3. Click **OK**.

Creating contact groups

To create a contact group:

1. Click **Contacts** along the side of any page.
2. Click the **New Group** button located in top portion of the Contact Manager.
3. Enter the name of the group.
4. Click **OK**.

To add contacts to a contact group:

1. Select the contacts in the Contacts list.
2. Open the **Groups** drop-down menu.
3. Under **Add to...**, select the group you would like to add the contact to, or select **New group** to create a new group.