

CONTACTS

This is a list of the people for whom you want to keep e-mail and address information. To use this feature:

- ❖ Do one of the following:
 - Click the link for **Contacts** in the left frame of the window under **Folders**.
 - Click the **Contacts** button at the bottom of the **Navigation Pane**.
- ❖ Click the **New** button on the **Contacts** window toolbar (see illustration at right).
- ❖ The **Untitled - Contact** window will appear (see illustration below).



- ❖ Fill in the information for the new contact.
- ❖ When all the information has been entered, click the **Save and Close** button.
- ❖ The information will appear in your **Contacts** window.
- ❖ Continue this process until all the Contacts have been added to your Contacts list.
- ❖ You will be able to view your list of **Contacts** by clicking the **Contacts** link.