

Beginners: Adding a Contact to the Address Book

Email accounts have an address book facility which allows you to store your contact's email addresses and retrieve them easily. Using the address book facility in the correct manner will save you time and reduce the possibility of typing in an email address incorrectly.

There are several different ways to store your contacts' email addresses. Whenever you send or receive a message you are given the opportunity to save any email address that appears in that message and that is not already stored in your address book.

1. After you've sent an email, click on the **Add Checked Address** button.

OR

After you've opened a received email, click on the **Add to Address Book** link.

This will open the **Add to Address Book** page.

2. Click on the check box to the left of the address to select it.
3. Type in a **nickname** you would use for that contact. The nickname lets you save time when sending a message to a contact when typed exactly as it appears in your address book.
4. Click on the **Add Checked Addresses** button. This will display the **Addresses** page. Note the saved address.

You can also add a new contact to your **Address Book** from the **Addresses** page:

1. Click on the **New Contact** button. This will display the **New Contact** page.
2. Fill in at least the **Nickname** and **Email** fields.
3. Click on the **Save** button.