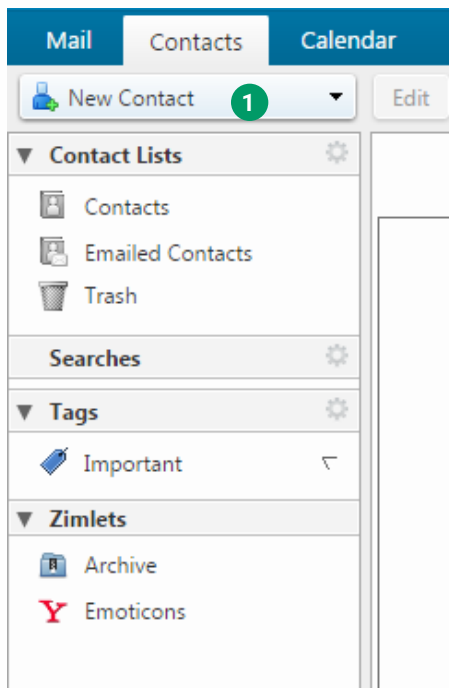# Contacts User Guide

From the Contacts section of the webmail tool, you can store contact details, add Contact Lists and share them with others. Only a name is required to create a contact, or you can create detailed contact forms that include full name, multiple email addresses, work / home / other addresses, phone numbers, an image, and so forth. You can also create Contact Groups (otherwise known as distribution lists). The Emailed Contacts list is populated automatically when you send an email to a new address that is not in one of your other address books. Your email administrator might set a maximum limit for the number of entries you can have in all your Contact Lists. When you reach this maximum, you cannot add any more contacts.
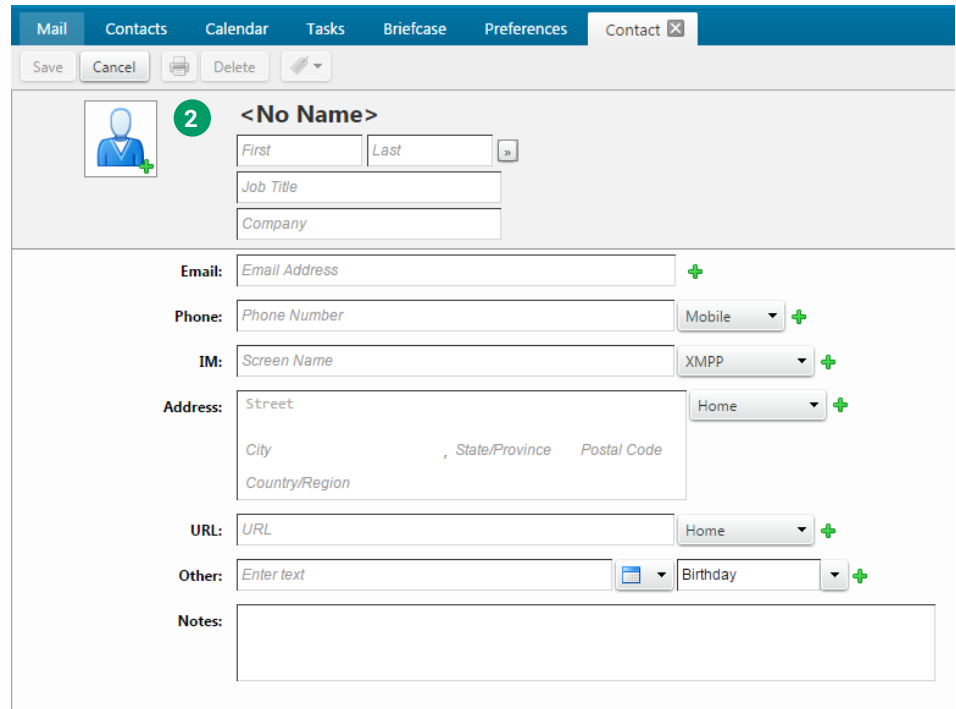
Contacts User Guide

How to Add a New Contact

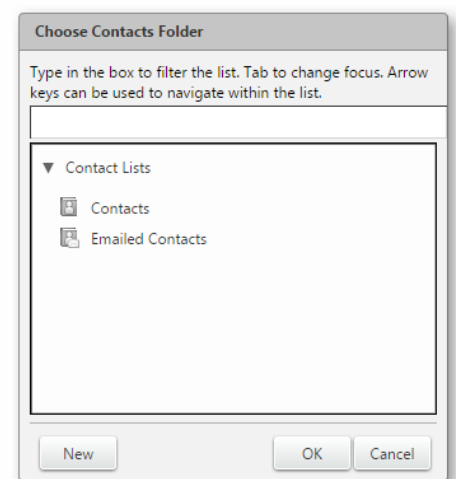**1** Go to the **Contacts** page and select **New Contact**.

2 Enter the contact information and optionally upload a photo. A plus sign next to a text box indicates that you can add more than one entry. For instance, in the **Phone** text box, you can add mobile, home, work, and other phone numbers.

3 Select how and where you want to save the Contact in the upper right of the screen.

  – For **File as**, select how to file the name. The default is by last name, first name.

  – For **Location**, select which Contact List.

  – Click **OK**.

4 Click **Save**.

Contacts User Guide

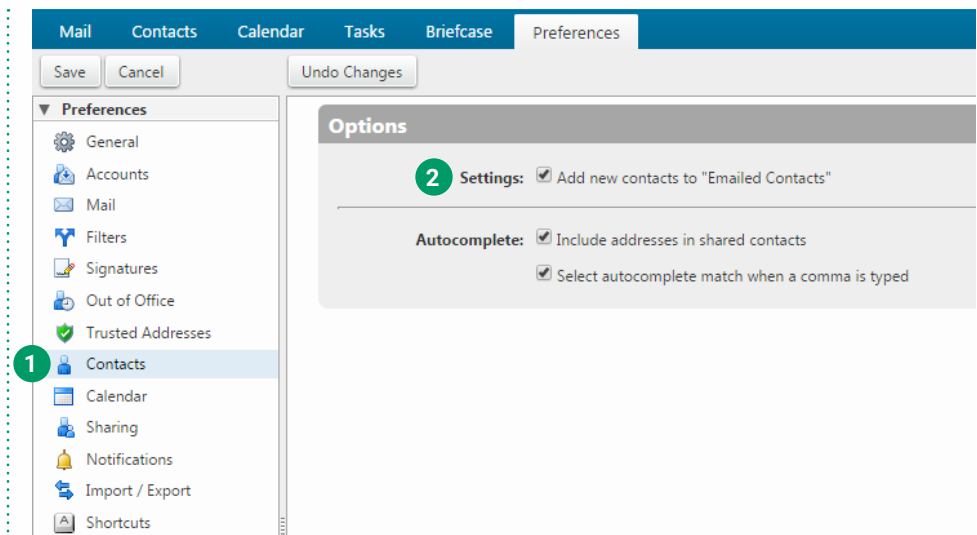## How to Add a New Contact from an Existing Email Message

You can add email addresses to a Contact List directly from the Sent By, To, CC, and BCC fields.

1 In an email message, right-click the name to add and choose **Add to Contacts**. A new contact form opens with auto-populated information available from the email header.

2 Add additional information and check the auto-populated fields for accuracy.

3 Choose how and where you want to save the contact.

– For **File as**, select how to file the name. The default is by last name, first name.

– For **Location**, select which address book to save the contact.

– Click **OK**.

4 Click **Save**.

How to Automatically Add Contacts to Your Emailed Contacts List

You can automatically save the Contacts that you send email to in your **Emailed Contacts** list. Any time you respond to, or compose a message that includes a Contact that is not in your Contacts list, it is added to your **Emailed Contacts** list. If you are using the auto-complete feature, maintaining an **Emailed Contacts** list helps you quickly find addresses that you have emailed to in the past.

1 Go to the **Preferences > Contacts** page.

2 Under Options > Settings, select **Add new contacts to "Emailed Contacts"**.

3 Click **Save**.
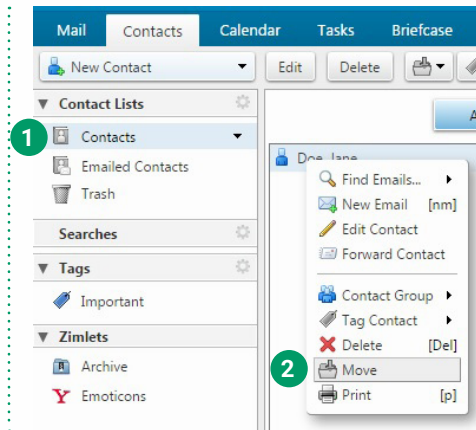
Contacts User Guide

How to View Contacts in your Contact Lists

1 Go to the **Contacts** page and select the Contact List you want to view. The content pane updates with the Contact List content.

2 Check to see if an Email Address is in your Contact List.

– Hover your mouse over an email address. The information associated with the name displays.

– If the name is already in one of your lists, the contact information displays.

– If the name is not in one of your lists, only the email address displays.

How to Move a Contact to Another Contact List

You can move contacts from one contact list to another.

1 Go to the **Contacts** page and select the list from which you want to move a contact.

2 Right-click a contact and select **Move**.

3 Select the new destination contact list.

4 Click **OK**.

How to Forward Contact Information

You can forward contacts as electronic business cards called vCards.

1 Go to the **Contacts** page and select the list that contains the contact you want to forward.

2 Right-click a contact and select **Forward**.

3 A compose pane opens with the .vcf file attached.

4 Select the new destination contact list.

5 Click **OK**.

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How to Print a Contact Name or List

You can print a complete Contact List or just print the information for one contact.

1 Go to the **Contacts** page and select a contact or list to print.

2 Click the **Print** icon. 🖨

How to Delete a Contact

Any contact lists and names you create can be deleted. Contacts can be deleted in one of three ways:

1 Select the contact to be removed, and click **Delete** on the toolbar.

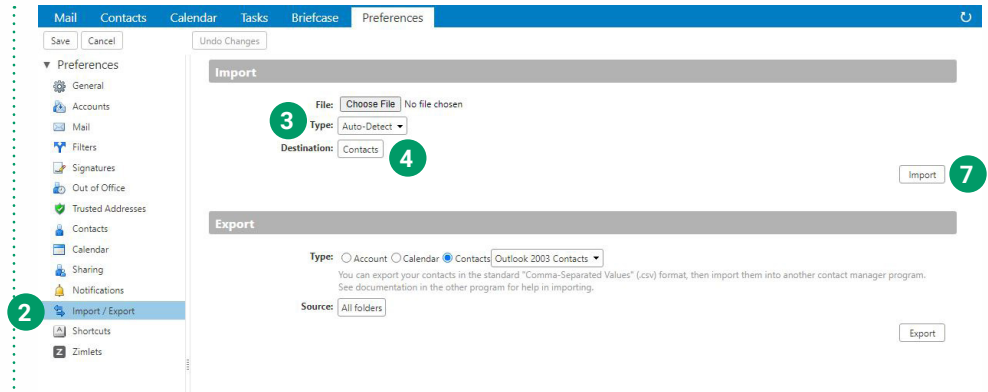**2** Drag the contact name to the **Trash** folder.

3 Right-click on the contact and select **Delete**.

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How to Import a Contact List

You can import contact lists that are saved in a **comma-separated (.csv)** file. After the contacts are imported, they are alphabetized by last name.

1 Go to **Preference > Import/ Export** page.

2 In the **Import > File** box, select **Choose File** to browse and locate the .csv file to import.

3 Select the **type** of contact list you are importing. You can select to auto-detect the contact list, or select from the contact lists in the drop-down menu.

4 Select the **Destination** to import the contacts or create a list.

5 If creating a new list, click **New** and enter a name, color and location for the new folder.

6 Click **OK**.

7 Click **Import**. Depending on the size of the .csv file, the import might take a few minutes. When the import is complete, the **Status Box** shows the number of contacts successfully imported.

How to Export a Contact List

You can export your Contacts to a comma-separated (.csv) file.

1 Go to **Preference > Import/ Export** page.

2 In the **Export > Type** section, select what you want to export. You can export your contacts in the standard "Comma-Separated Values" (.csv) format, then import them into another contact manager program.

3 Select the **Source** folder of the contacts to export.

4 Click **OK**.