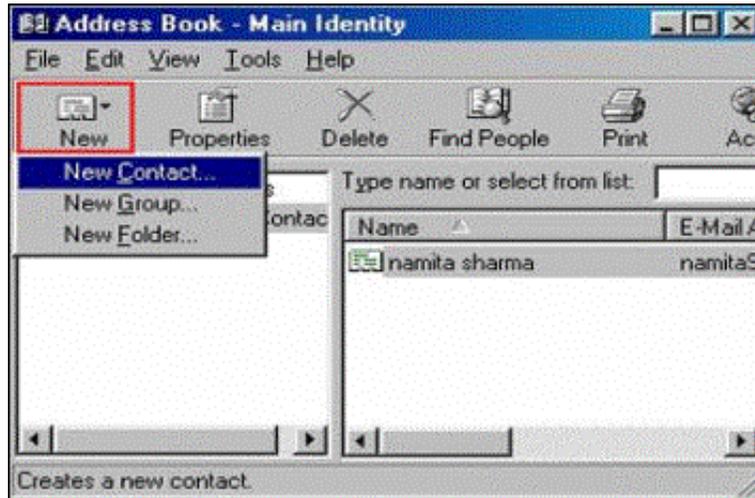


Add a Contact to your Address Book

Click on **Tools** Menu in the toolbar to select **Address Book** option.

In the **Address Book**, select the folder to which you want to add a contact.

Click the **New** button on the toolbar, and then click **New Contact**.



On the **Name** tab, type at least the First and last names for the contact.

A display name is required for each contact. If you enter a first, middle, or last name, it will automatically appear in the Display box.

You can change the display name by typing in a different name or by selecting from the drop-down list.

On each of the other tabs, add the information you want.