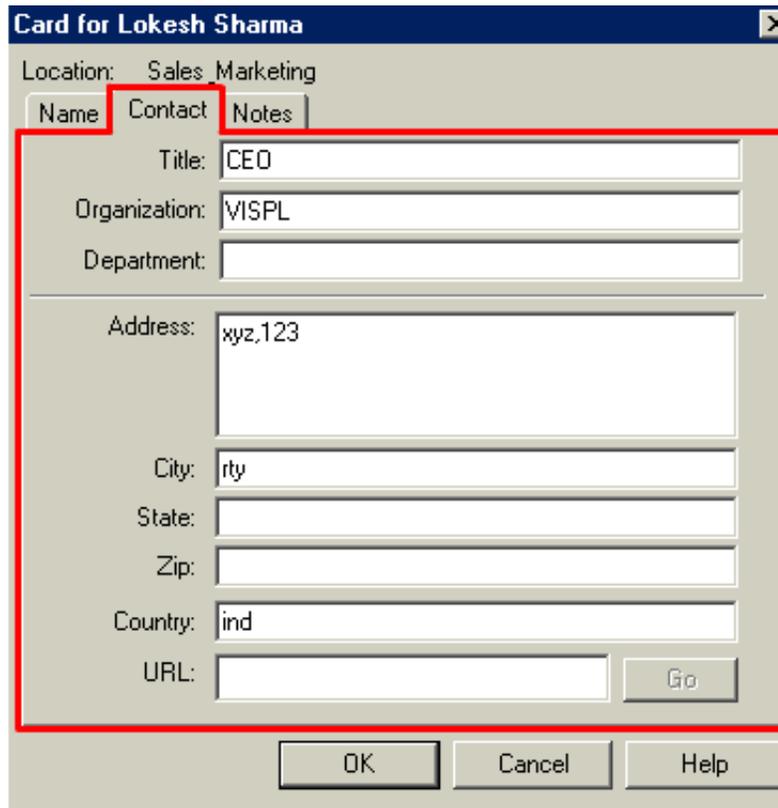


Adding Contact Information to an Address Card

Use the Contact panel of the New Card dialog box to add information about an addressee, such as the company name, title, postal address, phone numbers, and URL:

- Click on **Communicator** menu to select **Address Book** option.
- In the **Address Book Box**, click on the address book in the left pane which displays the related addresses of that Address book in the right pane.



The screenshot shows a dialog box titled "Card for Lokesh Sharma" with a close button (X) in the top right corner. Below the title bar, there are two tabs: "Name" and "Contact". The "Contact" tab is selected and highlighted with a red box. The "Contact" panel contains the following fields:

- Location: Sales Marketing
- Title: CEO
- Organization: VISPL
- Department: (empty)
- Address: xyz,123
- City: rty
- State: (empty)
- Zip: (empty)
- Country: ind
- URL: (empty)

At the bottom of the dialog box, there are three buttons: "OK", "Cancel", and "Help". A "Go" button is located next to the URL field.

PLAY

- Double click on the **Name Of Addressee** to display card.
- Use the **Contact Panel Of The Card** Dialog Box to add information about an addressee, such as the company name, title, postal address, phone numbers, and URL.
- Make any changes you want and then click **OK**.