## Add a Contact to your Address Book

Chick 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.

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

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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.