A contact is someone whose details you want to remember.

Locating Contacts

Click on 'Contacts' to enter 'My Contacts'.

In 'My Contacts', click the icon of a person with a plus sign.

Creating new contacts

Several fields will appear on the right-hand side.
You can click on each field to edit the information for the contact. When you're done, click the 'Save' button to add that contact to your list.

Using Groups

A group allows you to send an email to multiple contacts at once, like a distribution list. When you click on a group, all the contacts who belong in that group will appear.

Creating a group

This is the 'New group' button. To create a new group, click on the icon of two people with a plus sign. Your computer will ask you what name you would like to give the group. Once you have typed in a name, click 'OK'.
The name of the group, and number of people in it, will appear in blue.

**Adding contacts to groups**

Any member to be added to a group must first exist in your contacts list.

To add a contact to a group, click on the box that says 'Add to this group'.

Type in the name or address of a contact who is already in your list.

Press 'Enter', or click the address that you want to select from the blue box.
A yellow message will appear at the top of the page to confirm that you have added a contact to the group.

You can also click on the name of a contact in your list, and click on the 'Groups' button.

Click on the group you wish to add the contact to from the dropdown list.

A yellow message will appear at the top of the page to confirm that you have added a contact to the group.
The full address will appear on the right side of the window. Click on this address.

A new email window will appear addressed to that contact.

Click on the name of the person you wish to email.

Click on the box that says 'Search contacts'.

Type in the name or part of the email address of the contact you are looking for.

Your email will display the 'Search Results' of all the contacts that contain your search.
Click on 'My Contacts'.

Tick the checkbox of the name of the person you wish to delete.

Click on 'Delete contact'.

Click 'OK' if you are sure, and 'Cancel' if you are not.

A yellow message will appear to confirm that you have just deleted a contact.