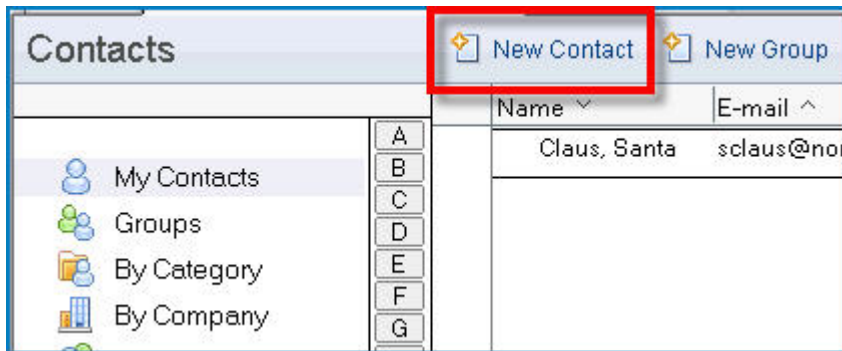


Add a New Contact

- Open **Contacts**



- Click the **New Contact** action



The screenshot shows the 'Add New Contact' form. The form fields are filled with the following information: Contact Name: James Brown, Company Name: SUNY Albany, Job Title: Admissions Advisor, and Email: jbrown@suryalbany.edu. A blue callout box contains the following text: 'Add the person's first and last name, email address and any other information that you would like to store. Don't forget to add a Category so that you can view your Contacts in the Category view. Click Save and Close.'

Create a New Contact from a Message You Receive

- Select the message in your *Inbox*
- Click the **More** action and choose **Add Sender to Contacts**



The screenshot shows the 'Add Sender to Contacts' dialog box. The 'Basics' tab is selected, and the form fields are filled with the following information: Title: (empty), First name: James, Middle name: (empty), Last name: Brown, and Suffix: (empty). A blue callout box contains the following text: 'The First and Last name will be displayed. Click the Advanced tab to see the email address. Click OK to save.'