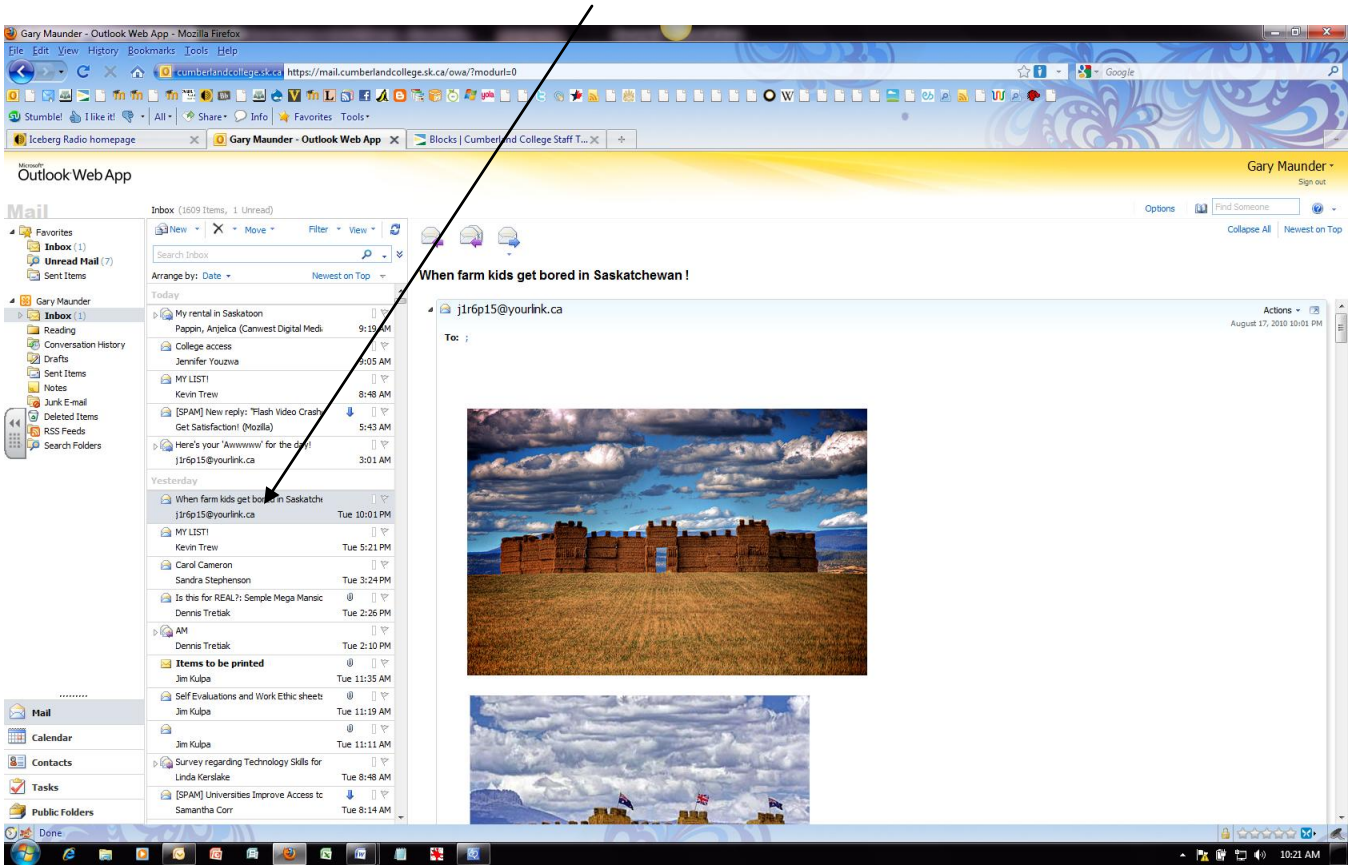
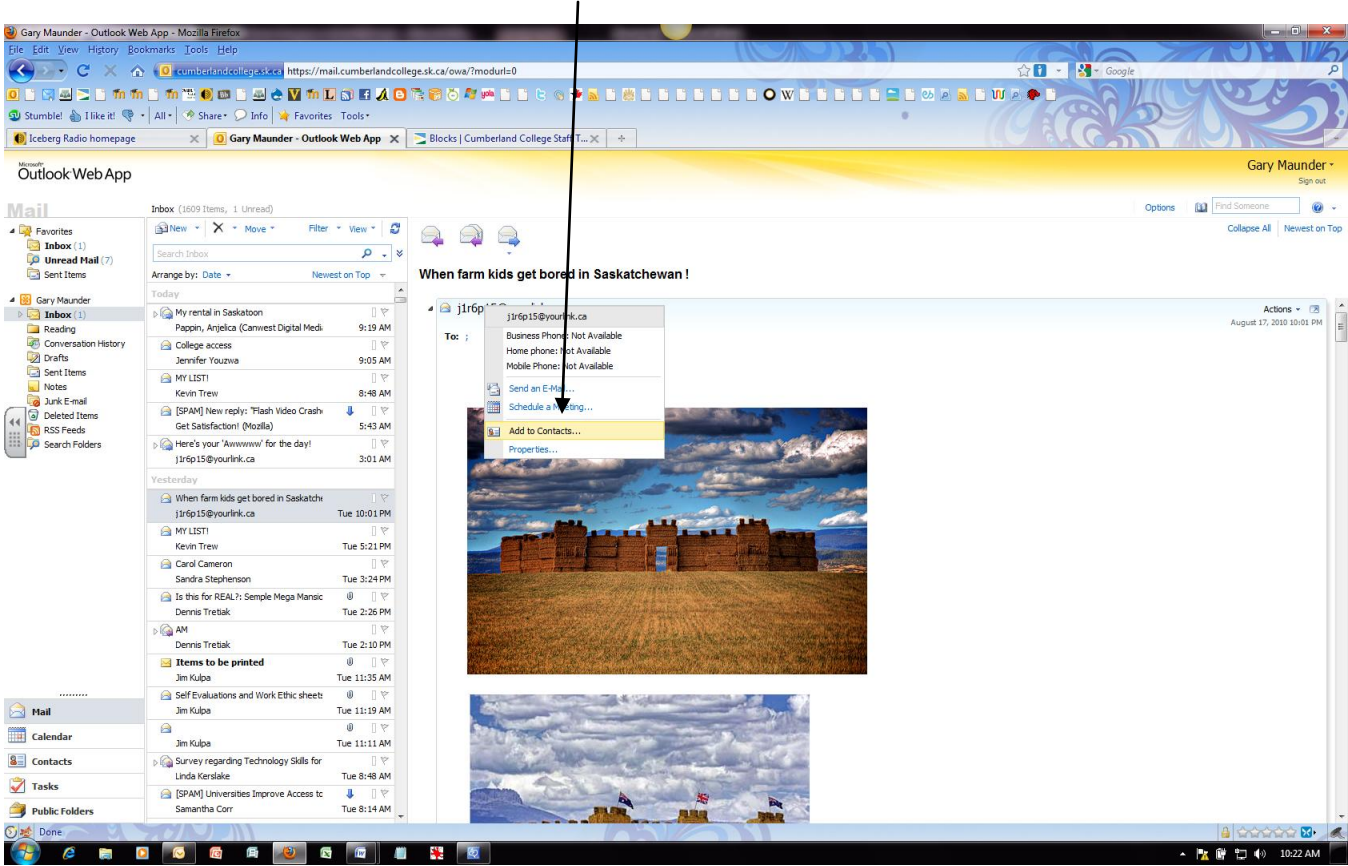


HOW TO USE THE ADDRESS BOOK

If you have received a message from someone and you think you might like to save the address, use the address book. This will save you a LOT of typing. First open a message you have received from the person whose address you would like to save by clicking on it.



Right click the address and choose ADD TO CONTACTS.



You will get this window and you should enter the First and Last names of the person as well as any other information you need to save. You will not have to enter the email address as it will have already been copied into the appropriate window. When done, click Save and Close.

Untitled Contact - Mozilla Firefox

cumberlandcollege.sk.ca https://mail.cumberlandcollege.sk.ca/owa/?ae=Item&a=New&t=IPM.Contact&exdltdrft=1

Save and Close

Jump to: Profile Contact Addresses Details

Profile

First name Rhonda

Middle name

Last name Pomeroy

File as Last, First

Job title

Office

Department

Company name

Manager

Assistant

Contact

Business phone

Home phone

Mobile phone

Done

To use the Address Book refer to the tutorial How to Compose and New Message