

Contacts:

Your contacts are essential to your email. You can store information (not just email addresses, but phone numbers, notes, pictures, etc.) about the people you send email and access it all through the **Contacts** link on the left-hand side of the page.

Some people are automatically added to your contacts list based on messages you've sent or received, but you can also manually add people. To create a contact:

1. Click **Contacts** along the left side of any page.
2. Click the **New Contact** button in the top-left corner of the *Contact Manager*.
3. Enter your contact's information in the appropriate fields.
4. Click Save to add your contact.

The screenshot displays the Binghamton University email interface. On the left, the 'Contacts' link is circled in red. In the center, the 'New Contact' button is also circled in red, with a red arrow pointing to it from the text 'New Contact' above. The main area shows a list of contacts under 'My Contacts' and 'All Contacts'. On the right, a 'New Contact' form is open, containing fields for Name, Title, Company, Email, Phone, Address, Website, Birthday, and Notes. The form is outlined in red.

Mail Calendar Documents Sites

BINGHAMTON UNIVERSITY
STATE UNIVERSITY OF NEW YORK

Compose Mail

Inbox (2)
Starred ★
Sent Mail
Drafts

Follow up
Misc
Priority
4 more ▼
Contacts
Tasks

New Contact

Search Mail Search the

Search contacts

My Contacts 16
TrainingRoom 13
UCTDstaff 3

All Contacts 16
Most Contacted 0

Select: All, None

Carol Bell
 Kitty Cummings
 Sue Dingman
 Training 01
 Training 02
 Training 03
 Training 04
 Training 05
 Training 06
 Training 07

Save Cancel

Name
Title Company

Email add
Email Home ▼

Phone add
Mobile ▼

Address add
Home ▼

Website add
Home ▼

Birthday
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Add ▼

Notes