

Title: Adding Contacts to Your Address Book Using Quick Add

Subtitle: Email

Author: Jane83

Date: 2008/3/14

URL: <http://www.powerhoster.com/domainhosting/modules/article/view.article.php/c17/2022>

Keywords: Quick Add

You can add contacts to your Web-Based Email Address Book using the Quick Add feature. To Add a Contact Using Quick Add From the **Address Book** menu, click **View Address Book**. If necessary, expand the fields in the **Quick Add Contact** area by clicking the **plus sign (+)** next to the name. Complete the following fields: First Name and Last Name The contact's first and last name. Email The contact's email address. Nickname The contact's nickname. Add Contact to Distribution List The distribution list you want associated with the contact. Click **Add to Address Book**.