

**Title: Adding Contacts to the Address Book in Online File Folder**

**Subtitle: Online File Folder**

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As you share and receive files, you can add contacts to your Online File Folder Address Book. To Add a Contact to Your Address Book Click the **Address Book** button. In the **Add Contact** area, in the **First Name** and **Last Name** fields, enter the contact's first and last name. In the **Email** field, enter the contact's email address. In the **Nickname** field, enter the contact's nickname. Click **Add to Address Book**.