

**Title: About the Address Book in Online File Folder**

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You can use the address book to store the names and email addresses of the contacts you want to frequently share your Online File Folder files with. You add names to your Address Book through the Add Contact feature, where you can specify the contact's first and last name, email address, and nickname. If your Web-Based Email account is associated with your Online File Folder account, contacts in your Web-Based Email address book automatically display in your Online File Folder address book. For information about setting or changing the email account associated with your Online File Folder, see [Changing the Email Account You Associated With Your Online File Folder](#).

**NOTE:** You can only edit or delete contact information for contacts that were added to your Online File Folder, not those imported from Web-Based Email. To determine the source of a contact, hover your mouse over the icon in the source column.