


## ADDRESS BOOK

The **Address Book** allows you to keep track of your contacts and their information. You can create categories that help organize contacts (such as “Friends” and “Family”), and you can create distribution lists that let you send one message to many contacts at once. Click the **Address Book icon**  in the **QuickBar** to get started.

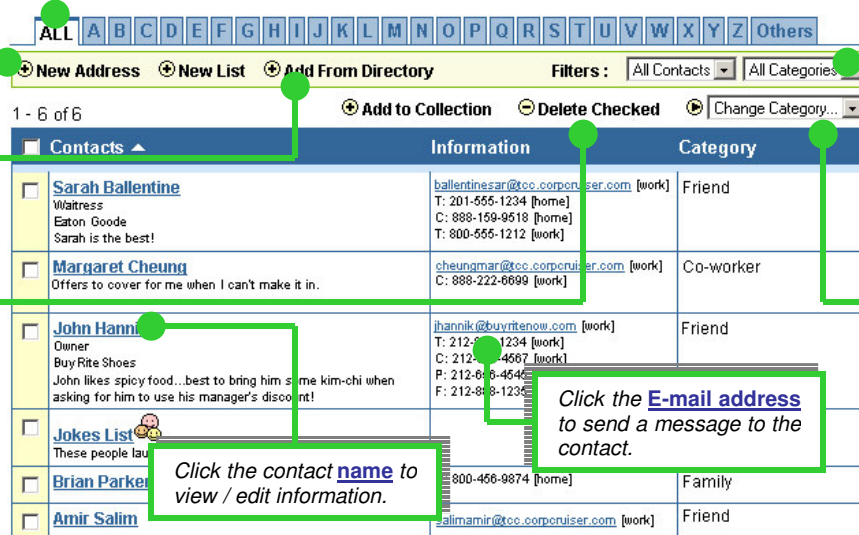
Click **New Address** to start manually adding a contact to your Address Book.

Click an Alpha-tab to see contacts filtered by last name and selected letter; leave the **ALL** tab selected to see all contacts listed.

Use these two filters to limit which types of contacts and categories are displayed. Return the filters back to **All Contacts** and **All Categories** to clear all filter criteria.

To add a user from your campus with the **User Directory**, click **Add From Directory**.

To delete contacts, place a check next to selected contacts and then click **Delete Checked**.



Contacts	Information	Category
<input type="checkbox"/> Sarah Ballentine Waitress Eaton Goode Sarah is the best!	ballintesar@tcc.corpuscruiser.com [work] T: 201-555-1234 [home] C: 888-159-9518 [home] T: 800-555-1212 [work]	Friend
<input type="checkbox"/> Margaret Cheung Offers to cover for me when I can't make it in.	cheungmar@tcc.corpuscruiser.com [work] C: 888-222-6699 [work]	Co-worker
<input type="checkbox"/> John Hann Owner Buy Rite Shoes John likes spicy food...best to bring him some kim-chi when asking for him to use his manager's discount!	jhannik@buyriteshoes.com [work] T: 212-888-1234 [work] C: 212-888-4567 [work] P: 212-888-6-4545 F: 212-888-8-1234	Friend
<input type="checkbox"/> Jokes List These people laugh		
<input type="checkbox"/> Brian Parker	800-456-9874 [home]	Family
<input type="checkbox"/> Amir Salim	salimamir@tcc.corpuscruiser.com [work]	Friend

Click the **contact name** to view / edit information.

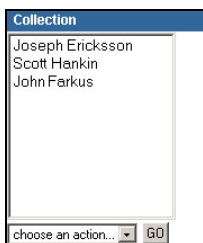
Click the **E-mail address** to send a message to the contact.

To change a contact's category, place a check next to desired contacts and select a new category from the **Change Category** action list.

### 1. CREATE A COLLECTION

When you create a collection, you can create a distribution list or compose an E-mail to everyone in the collection.

- Place checks next to contacts and contact lists of your choice.
- Click the **Add to Collection** option onscreen.
- Repeat steps 1 and 2 as needed until all desired contacts are listed in the Collection Box.



- Click to highlight an item, select **Remove from List** below, then click **GO** to remove it from the collection.

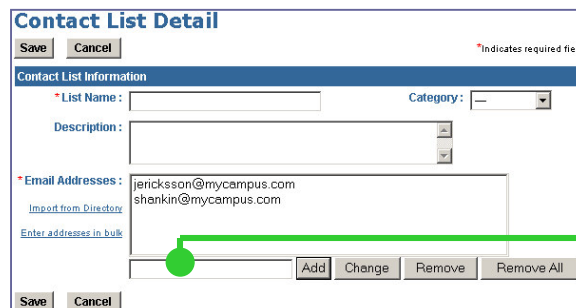
### 2. COMPOSE AN E-MAIL

Once the desired contacts are listed in the Collection Box, select **Compose Email** from the drop-down list and click **GO**. The **Compose Mail** page will be displayed with the “To” address field pre-populated. Edit and send your message as you normally would.

OR

### 2. CREATE A DISTRIBUTION LIST

- Once the desired contacts are listed in the Collection Box, select **New List** from the drop-down list and click **GO**.  
*The Contact List Detail page will be displayed.*
- In the **Contact List Detail** page, add additional E-mail addresses as desired to this list.



**Contact List Detail**

Save Cancel

Contact List Information

\* List Name: [ ] Category: [ ]

Description: [ ]

\* Email Addresses: jericksson@mycampus.com  
shankin@mycampus.com

Import from Directory

Enter addresses in bulk

Add Change Remove Remove All

Save Cancel

- Supply a name for the list as well as a description and / or category if desired.
- Click **Save** when complete.

Type an E-mail address in here and click **Add** to add the address to the list.