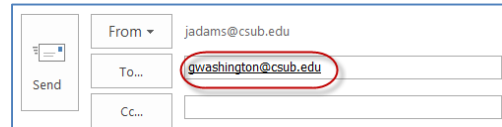


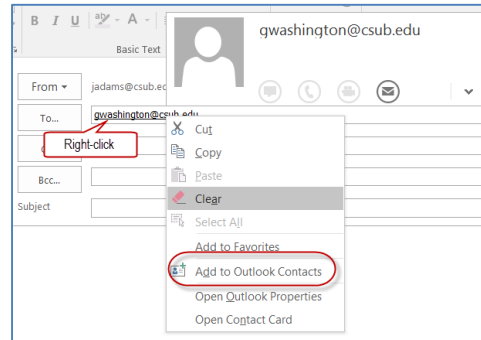
Adding a Contact While Sending an Email

You can add a contact to your personal contacts, while you are creating an email. These instructions will guide you in this process.

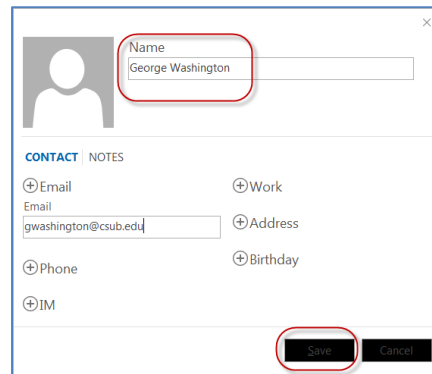
1. In the To:,
 - Enter the person's email address
 - Press Tab to move to the next box



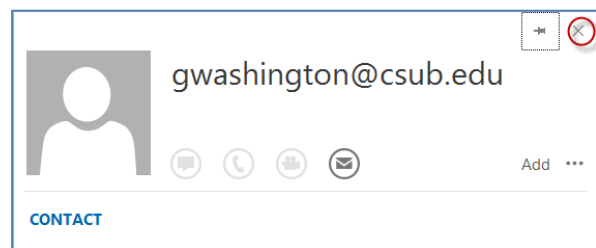
2. After the email address shows with an underline:,
 - Right-click on the email address
 - Click Add to Outlook Contacts



3. On the Contact screen,
 - In the Name, enter the person's name
 - Complete the remaining fields
 - Click Save



4. To close the screen, click the X



5. Finish your email and click Send

