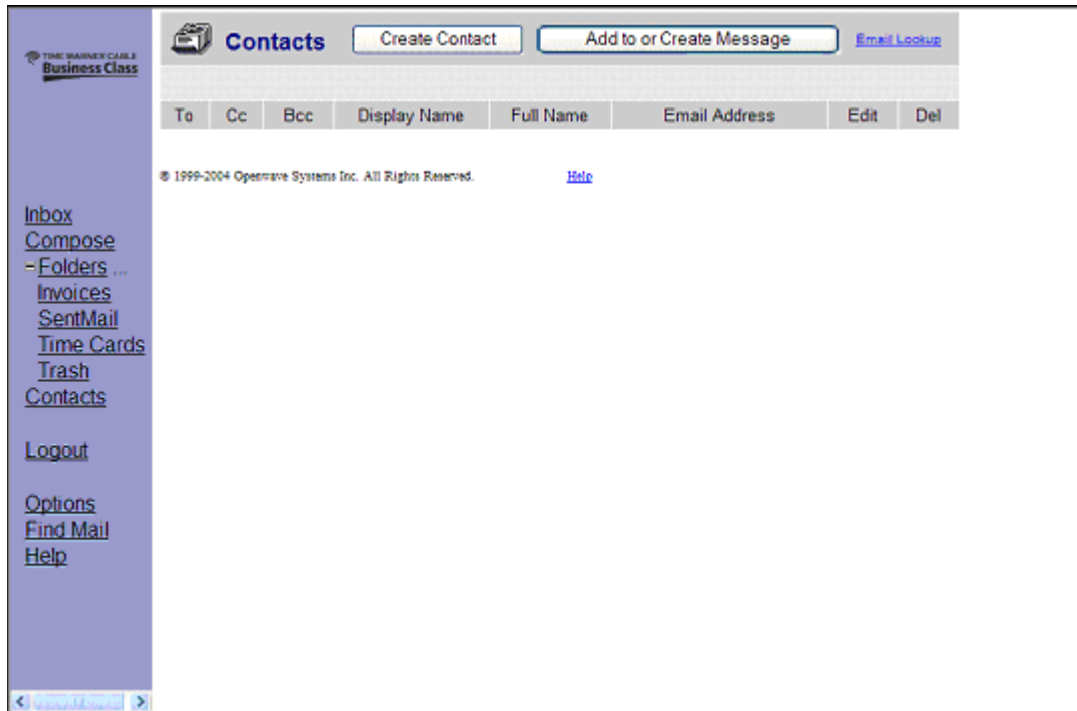


Web Based E-mail - Creating a Contact

To create a contact:

1. Select **Contacts** in the left navigation bar.
2. Click the **Create Contact** button.



3. In the **Email** text field, enter the new contact's e-mail address.
4. In the **Display Name** field, enter the name you would like displayed for the new contact. The other fields are optional.
5. Click the **Save** button.



Add Address Book Entry

Quick Address Book Information (* indicates required information)

First	<input type="text" value="Accounts"/>	Last	<input type="text" value="Payable"/>
* Email	<input type="text" value="accountspayable@twct"/>	* Display Name	<input type="text" value="Accounts Payable"/>
Office Phone	<input type="text" value="800.000.0000"/>	Home Phone	<input type="text"/>