



# Email: *Storing Addresses*

*Rather than have scraps of paper everywhere with everyone's email addresses on and having to type them in every time, you can store them on the computer.*

## **Adding to the Address Book**

Storing email addresses is easy. Here's how:

*Click here.*

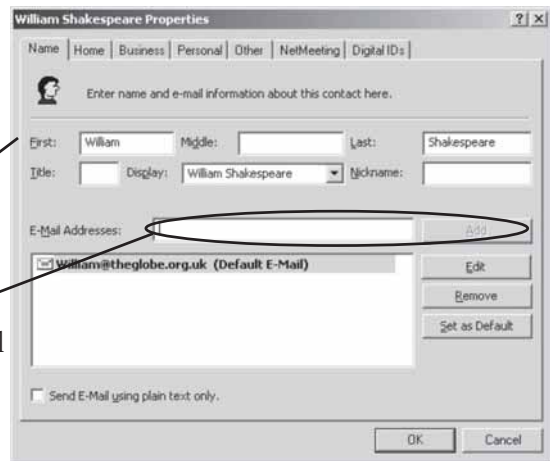


*You'll get this window:*



*Enter new contacts by:*

- 1) Click on new.
- 2) Select New contact.
- 3) Enter the person's details into this window. You don't need everything, just name and email address.
- 4) Enter the email address here then click add.
- 5) Click OK.



## **If they've sent you a message**

If someone has sent you a message and you want to add them to your address book, you don't have to write down their email address and type it into the address book. Just right click on the message in your inbox, and select "Add sender to address book". Easy, huh?

