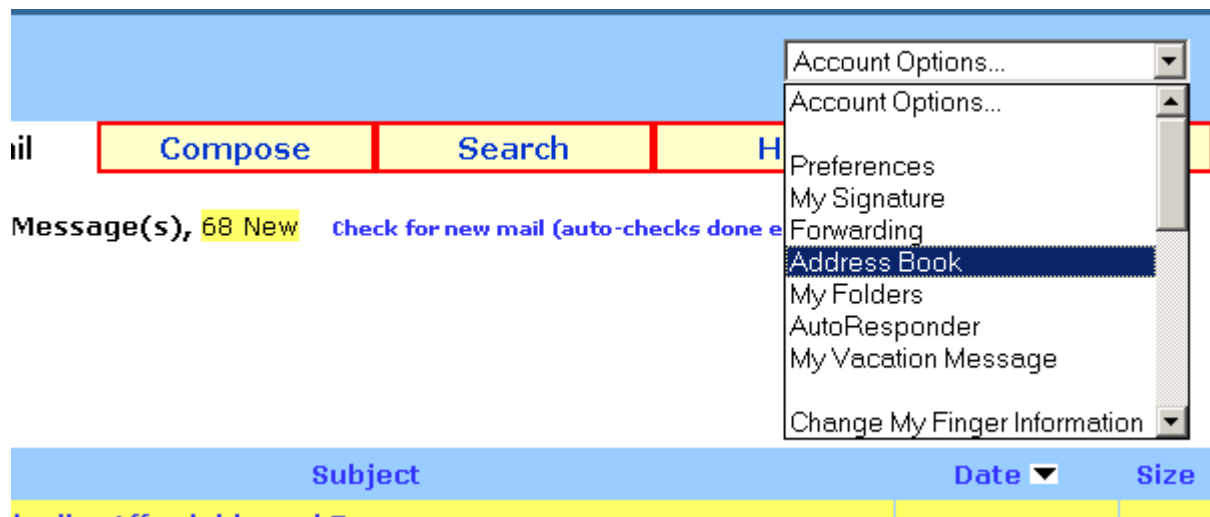
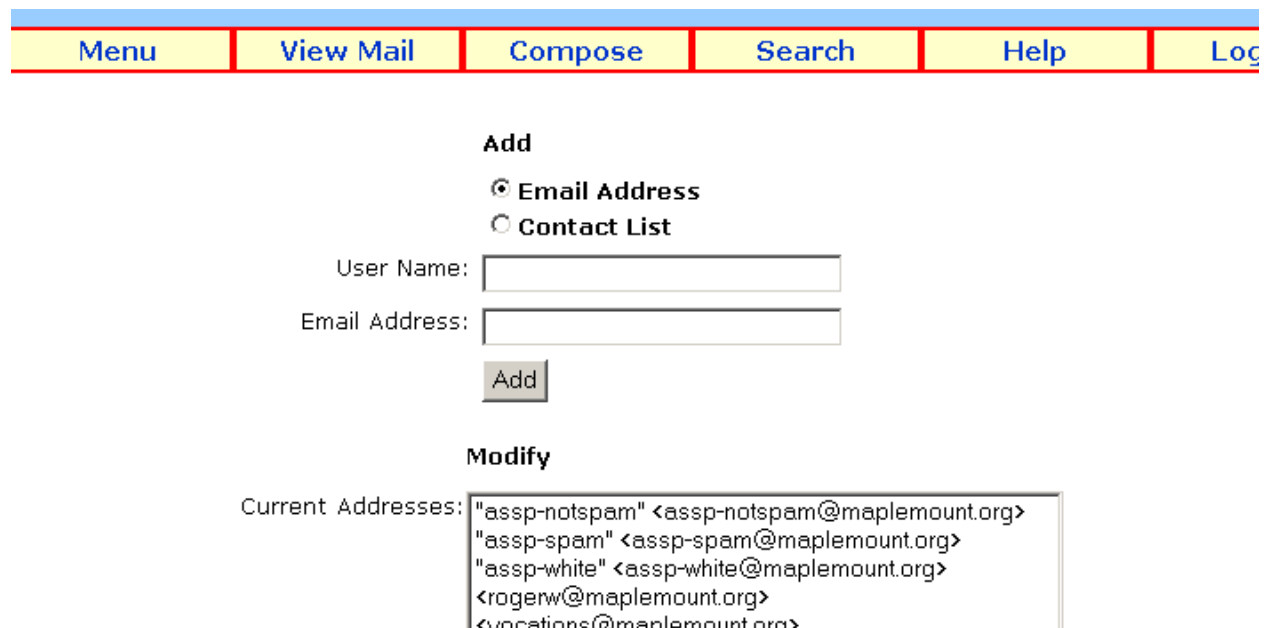


## To add an email address to your address book...

1. Click on the down arrow on the 'Account Options' field in the upper right hand corner of the web mail screen and click on 'Address Book'.



2. The address book screen appears.

A screenshot of the web mail address book screen. At the top, a navigation bar includes 'Menu', 'View Mail', 'Compose', 'Search', 'Help', and 'Log'. The main content area is divided into two sections: 'Add' and 'Modify'.  
**Add**  
There are two radio buttons: 'Email Address' (selected) and 'Contact List'. Below them are two input fields: 'User Name:' and 'Email Address:'. An 'Add' button is positioned below the 'Email Address' field.  
**Modify**  
A text area labeled 'Current Addresses:' contains a list of email addresses:  
"assp-notspam" <assp-notspam@maplemount.org>  
"assp-spam" <assp-spam@maplemount.org>  
"assp-white" <assp-white@maplemount.org>  
<rogerw@maplemount.org>  
<vacations@maplemount.org>

3. Enter a name for this address in the 'Name' field.
4. Enter the email address for this person.
5. Click the 'Add' button to save the address.

Ignore the very bottom fields unless you are changing an address.

You can also add an address when composing a new message by simply clicking on the 'Add recipients to address book' box before sending the message.

**Menu** | **View Mail** | **Compose** | **Search** | **Help**

**Address Book**

"Aull, Sr. Margaret Ann" <maull@holynameparish.net>  
"Ballard, Sr. Mimi" <mballard@terra.cl>  
"Barber, Sr. Catherine" <cbarber@maplemount.org>  
"Bickett, Sr. Agnes Irene" <aibickett@maplemount.org>  
"Bickett, Sr. Luisa" <slb66@juno.com>  
"Bland, Sr. Mary Timothy" <mbland@maplemount.org>

Select address(es), then  
[Send To](#)  
[Carbon-Copy \(CC\)](#)  
[Blind Carbon-Copy \(BCC\)](#)

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**From:** rogerw@maplemount.org

**To:**

**CC:**

**BCC:**

**Subject:**

Add recipients to address book  
 Save message in Sent folder

Lastly you can add a senders address by opening the message they sent you and click the 'Save Address' link as below.

**Menu** | **View Mail** | **Compose** | **Search** | **Help**

[Go Back](#) | [Reply](#) | [Reply All](#) | [Forward](#) | [Delete](#) | [Move To](#)

**Message: 1 of 1** [Printable Version](#)

**From:** "Roger Willoughby" <rogerw@maplemount.org> [Save Address](#) | [Headers](#)  
**To:** "Roger Willoughby" <rogerw@maplemount.org>  
**CC:**  
**Date:** Mon, 6 Aug 2007 12:06:49 -0500  
**Subject:** test

**Click here.**