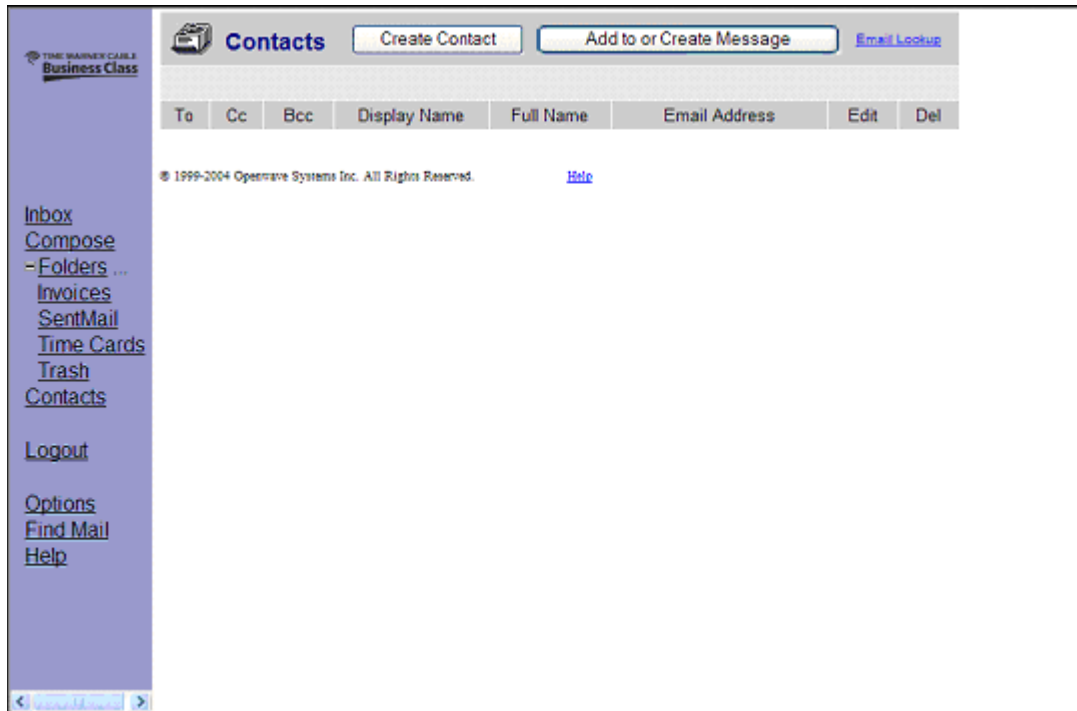


Web Based E-mail - Creating a Contact

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	Accounts	Last	Payable
* Email	accountspayable@twct	* Display Name	Accounts Payable
Office Phone	800.000.0000	Home Phone	

Save

Cancel

Add More Information

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