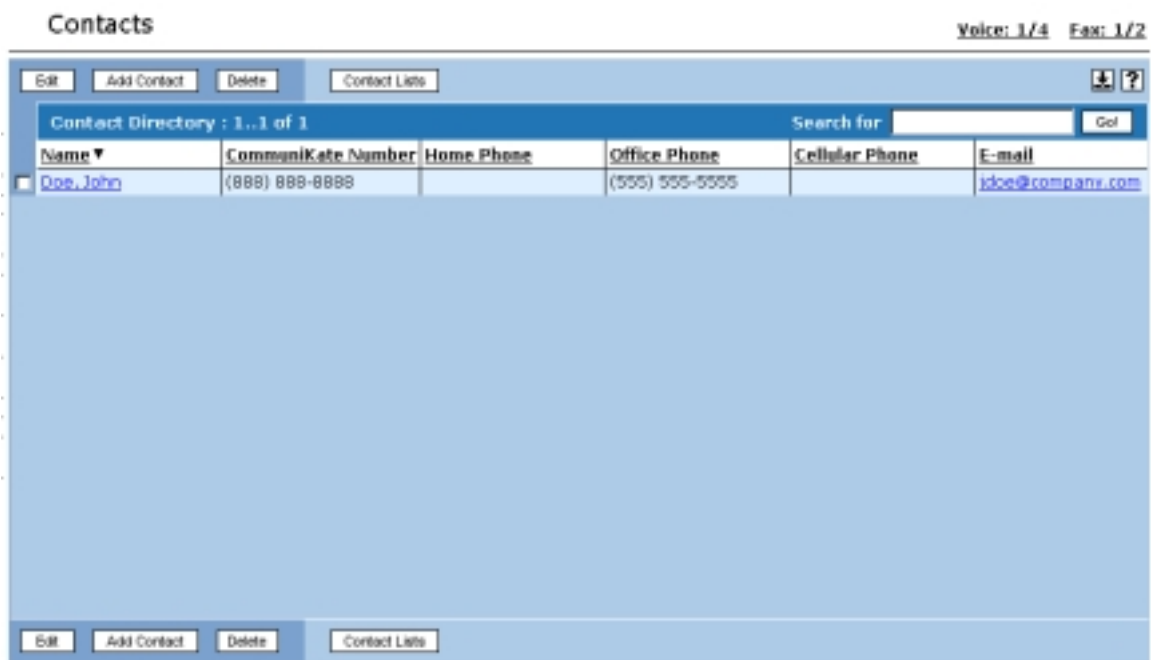


15 Contacts

The Contacts page features enable you to create new contacts and update or delete existing contacts. You can create new contact lists or modify existing lists, and delete lists you no longer need.

Contacts Directory Screen

⇒ To access the **Contacts Directory screen**, click on the **Contacts** option on the CommuniKate sidebar menu.



Contact Directory Screen

Screen Features

Command Buttons:

- **Edit**—use this button to edit a contact's information.
- **Add Contact**—use to add new contacts to your contact list
- **Delete**—use to delete selected contacts from your list
- **Contact Lists**—takes you to a new screen that displays your contact lists, where you may edit or delete them. From this screen, you may also choose to create a new contact list.

“Search for” Field

Use this field to search for contacts by complete or fragments of their last names.

Information Columns:

- **Name**—the contact’s name as you entered it into your CommuniKate account
- **Home Phone**—the contact’s home phone number
- **Office Phone**—the contact’s office phone number
- **Cellular Phone**—the contact’s cellular phone number
- **E-mail**—the contact’s E-mail address.

Using the Contact Directory Screen

Searching for a Contact

You can search for a contact’s last name by using the **Search for** window in the upper right corner of the screen. Your search criteria may include the person’s entire last name or a fragment of it. The search will list all those last names from your contact lists that match the criteria you entered.

⇒ To search for a contact’s name, follow these steps:

1. Type in the contact’s last name or a fragment of it.
2. Click on the **Go!** Button. The results of your search will be listed in the Contact Directory’s listing window.

Adding a Contact

⇒ To add a contact to your list, follow these steps:

1. Click on the **Add Contact** button. This opens the **New Contact** screen.

Contacts Voice: 1/4 Fax: 1/2

?

New Contact

| | | | |
|--------------------|--|----------------------------|----------------------|
| First Name: | <input type="text"/> | Office Phone: | <input type="text"/> |
| Last Name: | <input type="text"/> | Office Fax: | <input type="text"/> |
| Company: | <input type="text"/> | Office E-mail: | <input type="text"/> |
| Address: | <input type="text"/> | Cellular Phone: | <input type="text"/> |
| Pager Type: | <input type="text" value="Numeric Pager"/> | Mobile Phone: | <input type="text"/> |
| Pager Info: | <input type="text"/> | Home Phone: | <input type="text"/> |
| | | Home Fax: | <input type="text"/> |
| | | Home E-mail: | <input type="text"/> |
| | | CommuniKato Number: | <input type="text"/> |

New Contact Screen

2. Enter the information you have for the new contact into the corresponding fields.
3. After you have finished, click on **Save** to add the contact to your list, or click on **Back** to cancel your entries and return to the Contact Directory Screen.

Editing a Contact

To edit the information about a contact on your list, follow these steps:

1. In the Contact Directory screen, click on a contact's checkbox and on the **Edit** button, or simply single-click on the contact's link in the directory listing. This opens the Edit Contact Information screen.

Contacts Voice: 1/4 Fax: 1/2

Save Back ?

New Contact

| | |
|--|---|
| <p>First Name: <input type="text"/></p> <p>Last Name: <input type="text"/></p> <p>Company: <input type="text"/></p> <p>Address: <input type="text"/></p> <p>Pager Type: <input type="text" value="Numeric Pager"/></p> <p>Pager Info: <input type="text"/></p> | <p>Office Phone: <input type="text"/></p> <p>Office Fax: <input type="text"/></p> <p>Office E-mail: <input type="text"/></p> <p>Cellular Phone: <input type="text"/></p> <p>Mobile Phone: <input type="text"/></p> <p>Home Phone: <input type="text"/></p> <p>Home Fax: <input type="text"/></p> <p>Home E-mail: <input type="text"/></p> <p>CommuniKate Number: <input type="text"/></p> |
|--|---|

Edit Contact Information Screen

2. Make the changes and edits you want. You may also delete the contact you are currently viewing by clicking on the **Delete** button.
3. After you have finished, click on **Save** to add the contact to your list, or click on **Back** to cancel your entries and return to the Contact Directory Screen.

Deleting a Contact

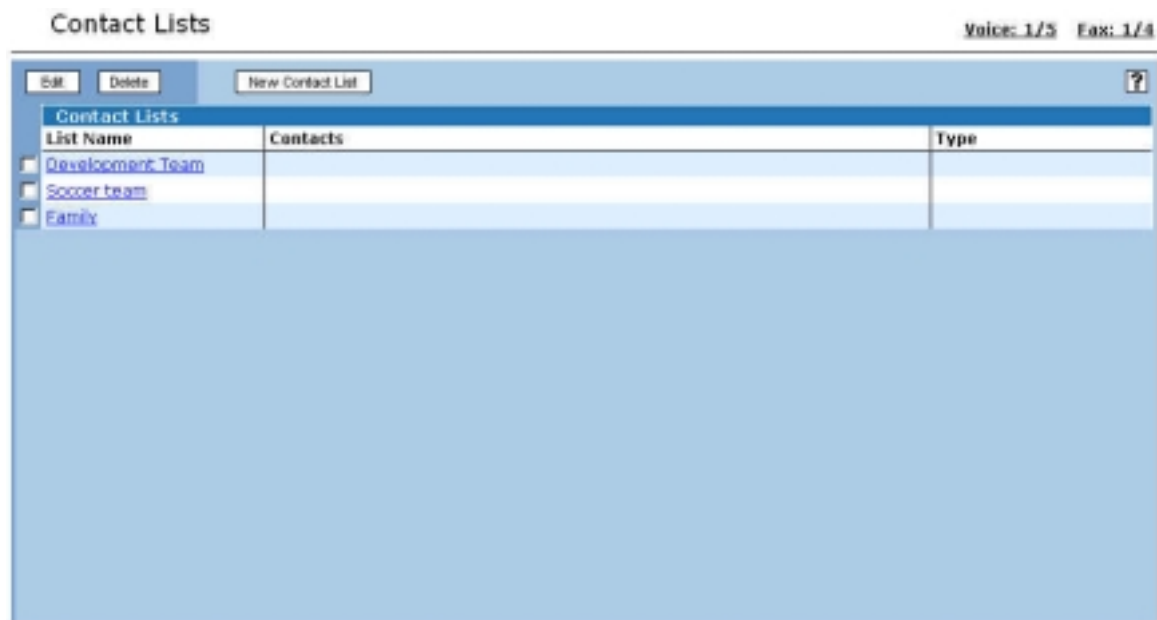
To delete a contact from your directory list, follow these steps:

1. In the Contact Directory screen, click the checkbox of the contact whose name you want to delete. **Note:** You may select as many contacts as you wish to delete at one time.
2. Click on the **Delete** button at the top of the screen.

Contact Lists

Managing Your Contact Lists

The basic approach to managing contact lists is to select the list or lists you want to work with, and then using the command buttons to manipulate those lists.



Contact Lists Screen

Contact List Screen Command Buttons:

- **Edit**—use this button to edit an existing contact list
- **Delete**—use this button to delete an existing contact list
- **New List**—use this button to create a new contact list.

Creating a New Contact List

⇒ To create a new contact list, follow these steps:

1. Click on the **New Contact List** button on the Contact Lists screen. This brings up the **New List** screen.

Contact Lists Voice: 0/1 Fax: 1

Save Back

New List

List Name :

Contacts :

[No contact destinations have been defr

Add >>

<< Remove

Contact List Members :

[Your Contact List is empty]

New Contact List Screen

2. Type in a name for your new list in the **List Name** field.
3. Click on the **Save** button. The list has now been added.

Note: All contacts originally lie in the list named **My Contact List**.

Adding New Contacts to the New List

⇒ To add a contact to a new list, follow these steps:

1. In the **Contacts** field, highlight the contact on the list you want to copy.
2. Click on the **Add >>** button to copy the selected contact to the new list. Note: You may add multiple contacts from the list by holding down the Ctrl key as you highlight the contacts, before clicking on **Add >>**.

Removing Contacts from a List

⇒ To remove a contact from a list, follow these steps:

1. In the **Contact List Members** field, highlight the contact on the list you want to remove.

2. Click on the << **Remove** button to remove the selected contact from the list. Note: You may highlight as many contacts from the list as you want before clicking on << **Remove**.

Deleting a Contact List

⇒ To delete a contact list, follow these steps:

1. From the Contact List screen, select the list or lists you want to delete by clicking on the list's checkbox. This places a checkmark in the box and indicates that the list is "selected."
2. Click on the **Delete** button.

Editing a Contact List

⇒ To edit a contact list:

1. Select the list or lists you want to delete by clicking on the list's checkbox. This places a checkmark in the box and indicates that the list is "selected."
2. Click on the **Edit** button, this brings up the **Edit List** screen.
3. Select a list name from the drop-down box.
4. Add (**Add >>** button) or Remove (<< **Remove button**) contacts from the selected list.
5. When you are finished, click on **Save**, or click on **Back** to discard any changes you have made.