1. Start by clicking on the Mail drop down then selecting Contacts.
On the left is the Contacts list. There are a few default groups among your list of groups.

1. **My Contacts** is from your personal GroupWise Address Book. Whenever you send or reply to a new contact they automatically get added to the My Contacts. Your migrated groups are listed under the My Contacts.

2. **Most Contacted** is the 20 addresses you send to most often.

3. **Other Contacts** is from your GroupWise Frequent Contacts

4. **Directory** is everyone that has a Smith Mail account.

The selected contact list in this case is **My Contacts** which is displayed. When contacts are also in a group distribution the associated group or groups are displayed to the far right.
Adding a Contact

1. Add a new contact by clicking on New Contact.

1. Type a Name in the Add Name field then fill-in the email address. Add any other information to a field by clicking in it or tabbing from field to field. (See Editing a contact for more information on this screen.)
To Add a Contact with no additional information just the email address, you can click the Add Contact Icon. Enter an email address in the field provided for the new user then press enter when complete.

**Search Contacts**

1. Select the Contact List you would like to search. (Directory)
2. Type the first name or the last name to search on.
3. This example is searching the Directory for the last name Connolly.
Search Contacts (continued)

4. Elizabeth is only part of the list. By tapping the enter key a complete list of both your contacts and the Directory Domain will populate.

5. Searching for part of a name will display a lengthier list to select from. Example below.
1. Search to locate a Contact, then double-clicking on the name will open the details for that contact. You can edit any personal contact except those listed in the Directory.

2. Click in an empty field to add information, pause next to a field name to receive a drop down arrow, click that arrow to select additional related fields. When you click in another field or tab to the next field the information you typed is automatically saved.
To Delete a contact, select the contact from the list then click the drop-down on the More menu, click Delete Contact.
Add a Contact to a Group

1. Before you can add a contact to a group a contact must appear as a single contact. (See Adding a Contact)

2. Search and locate a contact. To select a contact, click in the check box next to a Username.

3. As you can see from this screen, Bruce is selected, from the Group Icon drop down arrow there is only one group he could be added to. He is already a single contact in My Contacts, but by clicking in the checkbox he can also be added to the USCstaff group.

4. If Bruce were the first person to be added to a New Group, select Create New OR click New Group on the left. Enter a name for the new group.
The Contact App located in the Google App toolbar, this is the stand-alone app for managing contacts. You can edit, add or delete contacts, create groups and add to groups in the same manner as Mail contacts. What is different is this opens in its own tab. The app does not require you to be in a Mail tab to view or manage your contacts.
Emailing a Contact Group

If your contact group is updated and ready to use, you don’t have to go into the Contact list to send a message. Your contact group names are a feature of auto complete.

1. Start with Mail, Compose.

2. In the TO field start typing the first letter or two of the group name then the auto complete list displays groups with the name plus (group).

3. Select the group then complete the message.