

5.5 EDITING YOUR PERSONAL ADDRESS BOOK

Your personal address book is used to save e-mail addresses of your business partners.

Procedure

1. Select the **System / Settings / Personal address book** method.

The **Personal address book editor** window will open. The list contains all those e-mail addresses which you have already added to your personal address book. The buttons on the right side of the window enable adding, editing and removing e-mail addresses.

2. To **add** a new e-mail address, click the **Add** button (see chapter 5.5.1).
3. To **edit** an e-mail address, click on it to highlight it, and click the **Edit** button (see chapter 5.5.1)
4. To **remove** an e-mail address, click on it to highlight it, and click the **Remove** button. The **Confirm** window will open with the question "Are you sure you want to remove?". Click the **Yes** button. The window will close; the e-mail address will be removed from the list of e-mail addresses in your personal address book.
5. Click the **OK** button.

5.5.1 Adding and editing e-mail addresses

Procedure

1. In the **Entry editor** window, you can enter the new e-mail address or edit the existing e-mail address.
2. Click the **OK** button.

The e-mail address will be added to the group TO – main recipients, or will be edited.