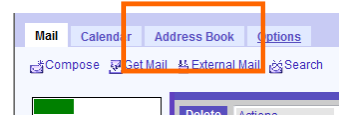




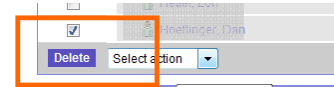
Updating Your Personal Email Address Book

1. Log onto your Email account.
2. Click on Address Book
3. Start by DELETING any entry that needs to be eliminated.



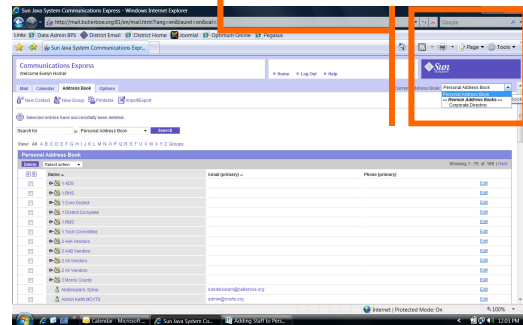
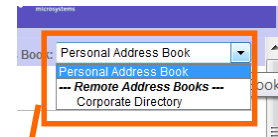
Delete Old Entries

1. Select the checkbox next to the entry you wish to delete.
2. Click on the DELETE button on the page.
3. Click OK to confirm the deletion.



Add New Entries

1. Click on the drop down menu next to Current Address Book and select Corporate Directory.



1. Search for new entries by any portion of their name.
2. When you have found the new entries, select the check box and click on “Add to Personal Address Book”
3. Switch back to your personal address book when you are finished (Step 1, select Personal Address Book).

