

How do I use Contacts in my WebMail?

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Within your WebMail, the Contacts section lets you store important email addresses that you can reference back to or create new email messages with. Along with being able to enter in the contacts' email addresses, you can also keep their other details within your Contacts section, and group your contacts into memorable groups. To access Contacts: Log into your WebMail Click the 'Contacts' tab in the top menu You are now in the Contacts section To add a new contact: Click 'New Contact' Enter in the email address next to 'User Email 1' Enter in the First Name and Last Name Enter in the other details as appropriate, including other details under the '+More Information' link Add a photo by clicking on the 'Click to change the picture' link Click 'Save Contact' The contact is now in your Contacts To edit an existing contact: In the lists of contacts, select the contact you wish to edit Click 'Edit' Make the changes as needed Click 'Save Contact' The contact is now edited To create a Contacts Group: Click 'New Group' Enter in the group's name The group is now created To add contacts to a group: In the lists of contacts, select the contact Drag the contact over the group you want to add it to The contact is now in the group To email a contact: In the lists of contacts, select the contact Click 'Mail' You will instantly be taken to a new email with the contact in the 'To:' field You can also sync your Contacts with your other devices, such as your phone. Read more about syncing your Contacts by clicking the 'Sync' button in your WebMail.

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