



# North Spencer County School Corporation Technology Tips

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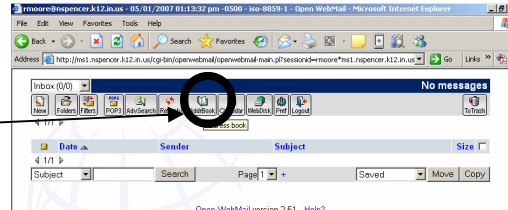
Robert Moore, Webmaster, etc.

## Adding Names to Your Address Book

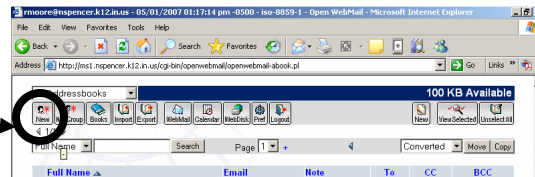
Many of us use the address book feature in our e-mail programs. Here are two ways you can add names to your address book in Open WebMail.

### To add a name from scratch

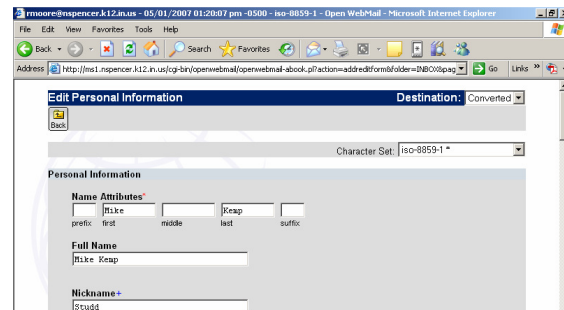
1. Log in to Open WebMail and click on the **AddrBook** icon.



2. On the next screen that appears, click on the **New** icon.



3. On the next window, fill in the information you want to keep about this person. You don't have to fill in everything, but you probably want to have at least the name and e-mail address. Scroll to the bottom of the page and click the **Save** button.



You're done!

### To add a name from a message in your Inbox

*Our technology specialist Mike Kemp sent in the following tip.*

If you have received a message from someone, and you want to add that person to your address book:

1. Open the message.

2. Look at the two little faces next to the sender's name.

3. Click the **green** checkmark to add the person to your address book. (The **red** X will *block* that address!)

