



North Spencer County School Corporation Technology Tips Monday, May 7, 2007

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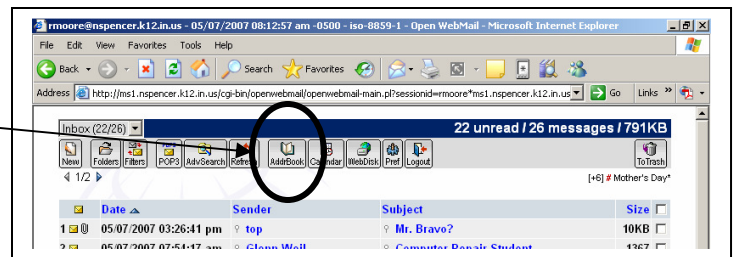
Robert Moore, Webmaster, etc.

Deleting Names from Your Address Book

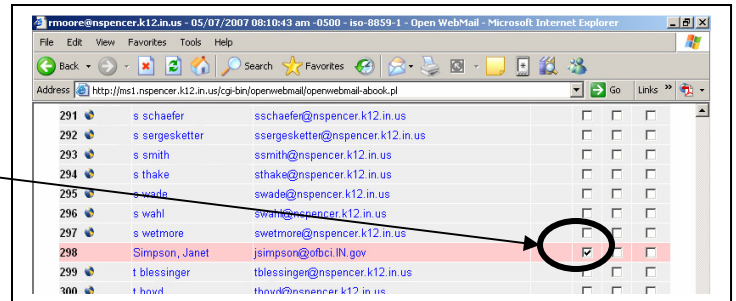
A gentle reader of Technology Tips asks: I typed in my old addresses under the new program and I made a mistake in one of them and entered it twice but in a different spelling. How do I delete one of them? I have been checking menu after menu, but I can't find it.

Yes, you can delete names from your address book in Open WebMail. But the process is not so obvious.

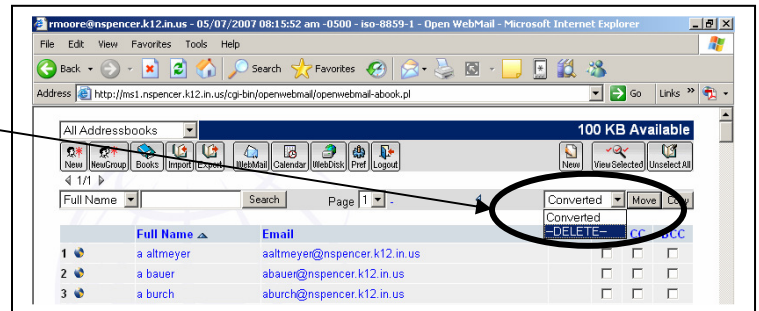
1. Go to your Address Book by clicking on the **AddrBook** icon.



2. Scroll down to the name you want to delete and click the first box (under the **To** column).



3. Scroll back up to the top of the page. See the little drop-down box that says **Converted?** Change that to **-DELETE-** and then click the **Move** button.



Now this unwanted person is out of your life for ever. Well, at least *this* aspect of your life. ☺