Overview of Contacts

Your Contacts List is designed to store important contact information and to create mailing groups. It is stored on your computer's hard drive and you are the only one who can access it.

You can synchronize your Contacts List so that it is available to you on the Web, from your home computer or mobile device.

How to Access Your Contacts List

- Click Contacts on the Home Page (or on the Bookmark Bar if you have the Basic Configuration)
The Contacts View

Click here to view your individual Contacts in alphabetical order.

Click Groups to view your mailing groups.

You can also view these by Category or by Company name.

The Recent Contacts view is only available with the Standard Configuration. It includes a list of people you've emailed or who've emailed you recently.

Your Contacts List opens in a new tab. Click the "X" to close it.

Click More to set your Preferences

Send a message or a meeting invitation to the selected contact or group.