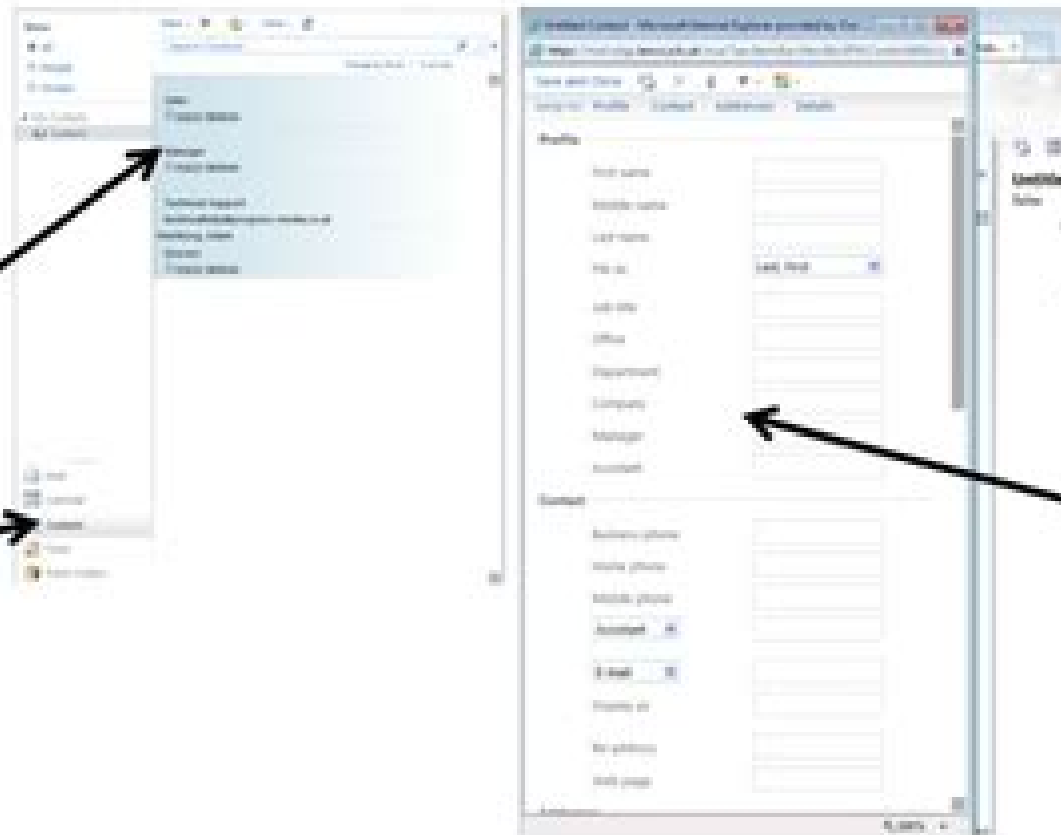


Making a new contact

You have to know how to make a new contact because it will be easier for you to do this instead of having to remember every single email address for everyone who you contact.

Click NEW to make a new contact

Click on CONTACTS to access them



The left screenshot shows the 'CONTACTS' menu with 'NEW' highlighted. The right screenshot shows the 'New Contact' form with fields for Name, Address, Phone, and Email.

Write in all the details needed for a single contact and press SAVE AND CLOSE to save it

To do this I went on:

BOTTOM LEFT COLOUM > CONTACTS > NEW CONTACT > WRITE IN DETAILS > SAVE AND CLOSE

Then I am able to make a new contact to make it easier for me, instead of remembering all of the email addresses for every single person.

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