Add a Contact

To add a new contact:

1. From within a message, click on the name of the person in an e-mail for whom you want to create a new contact. Then click on the small icon of a person and Select **Add to Contacts**.
2. Fill in the appropriate information for this new contact in the available fields.

First name: ____________________________  Middle name: ____________________________

Last name: ____________________________

Email: ____________________________

Display as: ____________________________

Phone: ____________________________

IM: ____________________________

Work: ____________________________

Address: ____________________________

Other: ____________________________

Notes: ____________________________
Manually Create a Contact

1. Click on People at the top of the window.

2. Click on New at the top left of the window.

3. At the prompt, choose Create Contact.

what would you like to do?

- create contact
- create group
- cancel
HawkMail365: Create A New Contact

4. Fill in the appropriate information for this new contact in the available fields.

SAVE  DISCARD

First name:  Middle name:

Last name:

email
Email:
Display as:

phone

IM

work

address

other

notes