

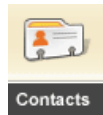


Using Contact Manager in your DiscoverLimu e-mail account

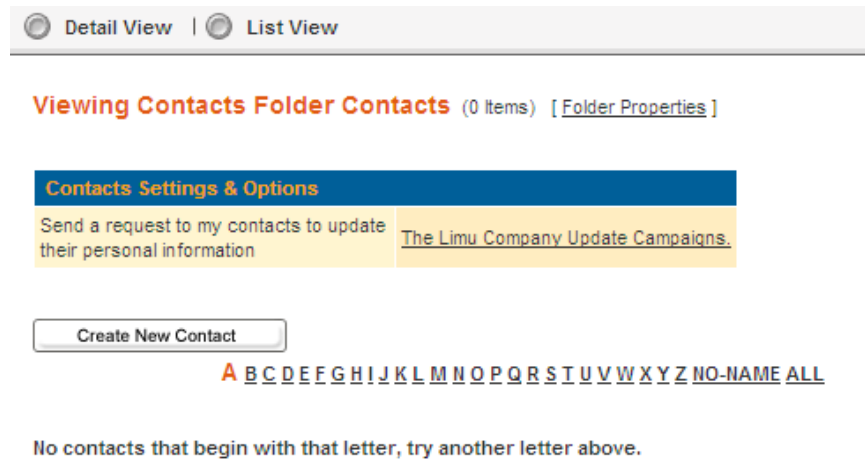
This document will step you through the basics of saving contact information in your DiscoverLimu e-mail account.

Login in to your DiscoverLimu account. See [Getting Started with DiscoverLimu E-mail.pdf](#) if you are not sure how to login to your account.

Click the Contact button



You will now be in the main contacts screen.



Click the Create New Contact button and enter the basic contact Information

Add New Contact

Return to Contacts without Saving

Save All Contact Information

Basic Information		Phone/Fax Numbers	
First Name:	<input type="text" value="John"/>	Business:	<input type="text" value="888-869-5468"/>
Last Name:	<input type="text" value="Public"/>	Home:	<input type="text"/>
Company:	<input type="text" value="DiscoverLimu"/>	Business Fax:	<input type="text" value="888-852-6777"/>
Job Title:	<input type="text" value="Independent Distributor"/>	Mobile:	<input type="text"/>
Email:	<input type="text" value="johnq@discoverlimu.com"/>	Web Page URL:	<input type="text" value="www.discoverlimu.com"/>
Email 2:	<input type="text"/>	IM Address:	<input type="text"/>
Email 3:	<input type="text"/>		

Body
<input type="text" value="Independent Distributor of Original Limu"/>

Click the Save All Contact Information button.

Other options you may select while entering or editing a contact are:

General | Addresses | Details | Phone Numbers

Add New Contact

Return to Contacts without Saving

Return to Contacts without Saving button: Returns you to your contact list. This will discard any changes you have made to this contact.

General: Opens the basic contact information page

Addresses: Opens the advance address page allowing you save up to 3 addresses for each contact

Details: Opens the advance details page allowing you save items such as spouses name, birth date and nickname.

Phone Numbers: Opens the phone numbers details page allowing you to save up to 14 different phone numbers for this contact.

After you have saved the contact details by clicking **Save all Contact Information** button, click the **Return to Contacts without Saving** button or the **Contacts button** in the toolbar to return to the main contacts windows.

You will now see you new contact listed. (NOTE: If the new contact does not display click the Contacts Button in the toolbar to refresh the list).

There are two ways to view your contacts, Click the buttons to select a view.

List View

Detail View | List View

Viewing Contacts Folder Contacts (1 Items) [[Folder Properties](#)]

Contacts Settings & Options

Send a request to my contacts to update their personal information [The Limu Company Update Campaigns.](#)

Create New Contact

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [NO-NAME](#) **ALL**

Action	Full Name	Company	Email	Home Phone	Work Phone
<input type="checkbox"/>	Public, John	DiscoverLimu	johnq@discoverLimu.com		888-869-5468

Detail View

Detail View | List View

Viewing Contacts Folder Contacts (2 Items) [[Folder Properties](#)]

Contacts Settings & Options

Send a request to my contacts to update their personal information [The Limu Company Update Campaigns.](#)

Create New Contact

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [NO-NAME](#) **ALL**

<input type="checkbox"/> Jane Public Edit X	<input type="checkbox"/> Public, John Edit X
Business Phone: 5551212	Email: johnq@discoverLimu.com
	Business Phone: 888-869-5468
	Business Fax: 888-852-6777

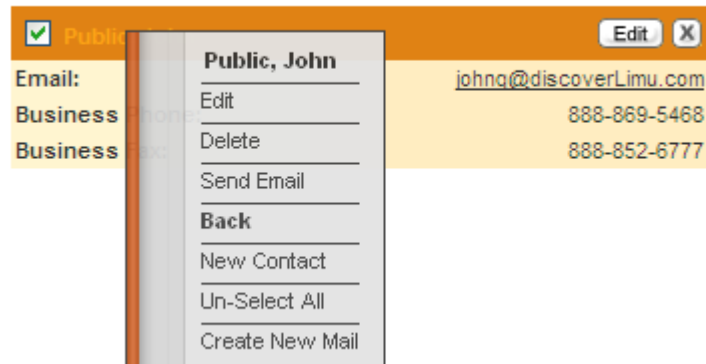
In either view using your mouse, click a contact name to place check mark in the box. You may also select multiple contacts by check marking individual contacts.

[N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [NO-NAME](#) **ALL**

<input checked="" type="checkbox"/> Public, John Edit X
Email: johnq@discoverLimu.com
Business Phone: 888-869-5468
Business Fax: 888-852-6777

Using your mouse, right click the contact name to display the Popup Task Menu

[I](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [NO-NAME](#) [ALL](#)



NOTE: When the contact name is displayed as the first menu item similar to above the actions Edit, Delete and Send Mail apply to this contact.

Select the desired action:

Edit: Edit this contact

Delete: Delete this contact

Send Mail: Send an email to this contact. If you have selected multiple contacts, this option will create a new e-mail with all selected e-mail addresses in the **To** box.

Back: Returns you to the previous screen

New Contact: Create a new contact

Un-Select All: Unselect any contacts you have selected by Checking the contact name

Create New Mail: Create a new mail to another contact.