

Setting up a Personal Address book for Inbox

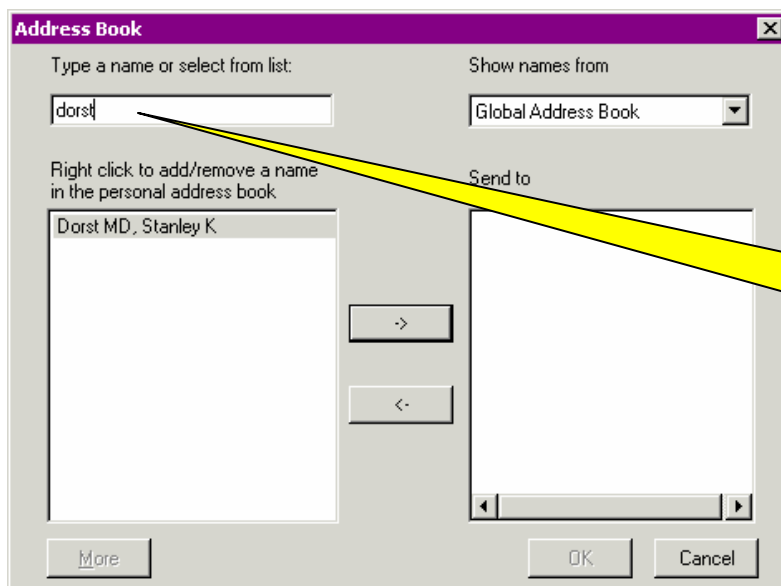
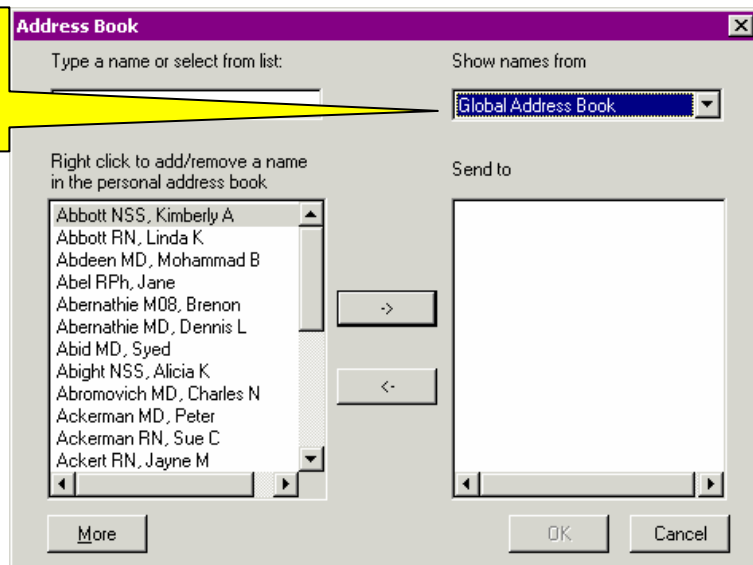
Setup your own personal address book to save you time when forwarding documents.

From an Inbox document:

- 1) Click on **Inbox** on your toolbar
- 2) Click on **Address Book**

You can also Click on the **Ellipsis** (three dots) to open up the *Address Book dialog* box.

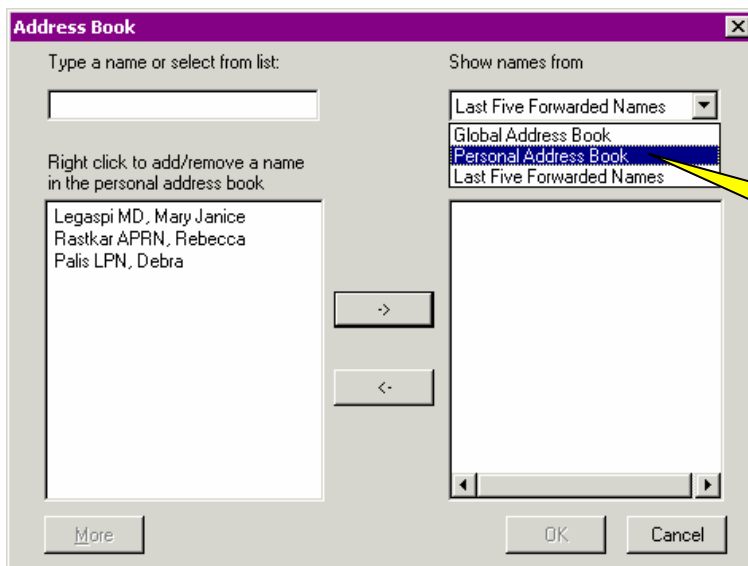
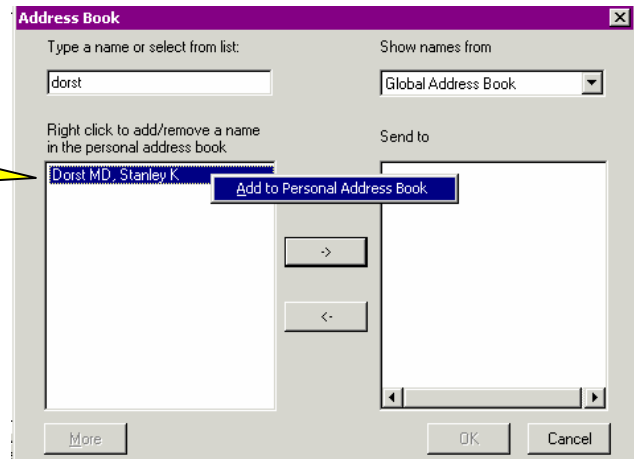
2) The **Address Book** dialog box defaults to *Global Address Book*.



3) Type the **Last name** of the person you wish to add to your *Personal Address Book*.

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- 5) **Right Click** on the name in the left column you want to add.
- 6) Select *Add to Personal Address Book*.
- 7) Repeat steps 4-6 for each additional name you want to add.



- 8) Select **Personal Address Book** from the Drop Down Menu to view all the names in your *Personal Address Book*.

Once you have created your own *Personal Address Book*, use this list to forward documents.

- 9) Highlight the person's name in the left column.

- 10) Click the **Arrow** between the columns to move that name to the *Sent to* column

- 11) Click **OK** to exit and return to your Inbox Document.

