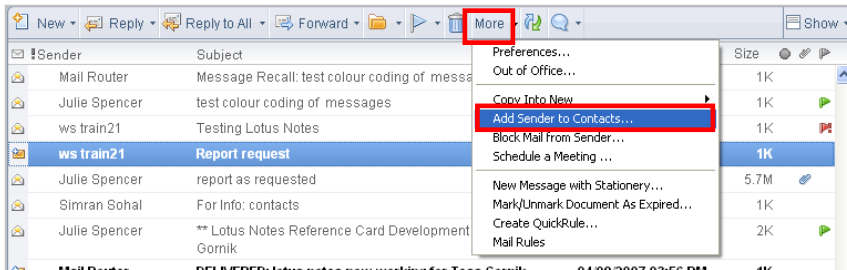


Create new contacts in the contact list
CO10

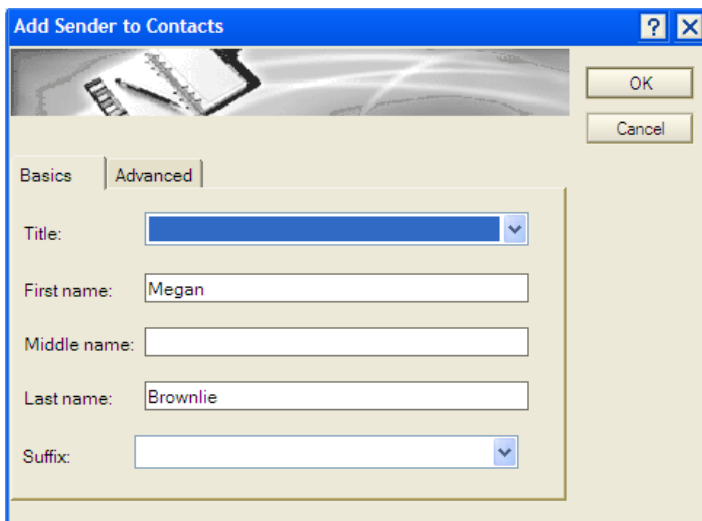
You can create a contact directly in the Contacts tab, or based on the sender of a mail message you received.

Create a new contact based on the sender of a mail message

1. In your **Inbox** highlight the mail message.
2. Click on the **More** button on the **Action bar** and select **Add Sender to Contacts**.



3. The **Add Sender to Contacts** dialog box will open with the sender's name in the relevant fields. Add any additional details in the Basics tab.



Add Sender to Contacts

OK Cancel

Basics Advanced

Title: [Dropdown]

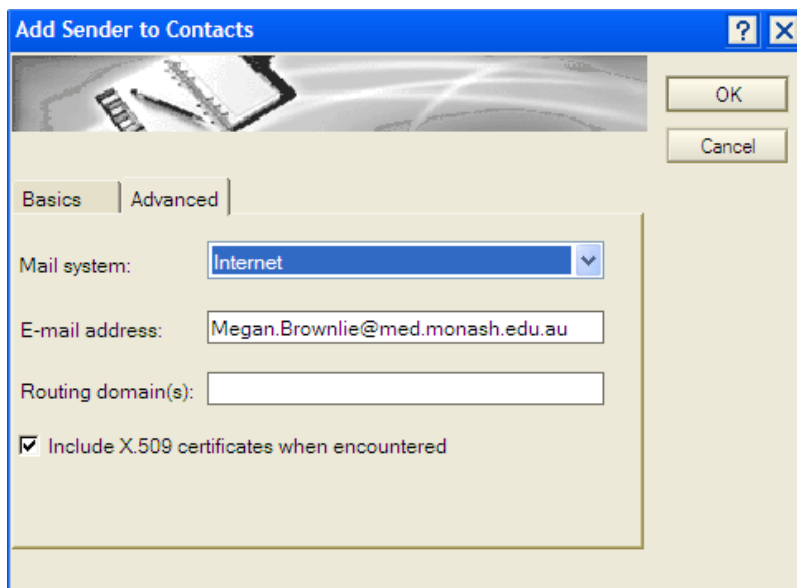
First name: Megan

Middle name: [Text]

Last name: Brownlie

Suffix: [Dropdown]

4. Click on the **Advanced** tab to view the mail address.



Add Sender to Contacts

OK Cancel

Basics Advanced

Mail system: Internet

E-mail address: Megan.Brownlie@med.monash.edu.au

Routing domain(s): [Text]

Include X.509 certificates when encountered

5. Click on **OK** to complete adding the sender to your contacts list.

Tip: You can also use right-mouse click on the mail message to select the **Add Sender to Contacts** option.

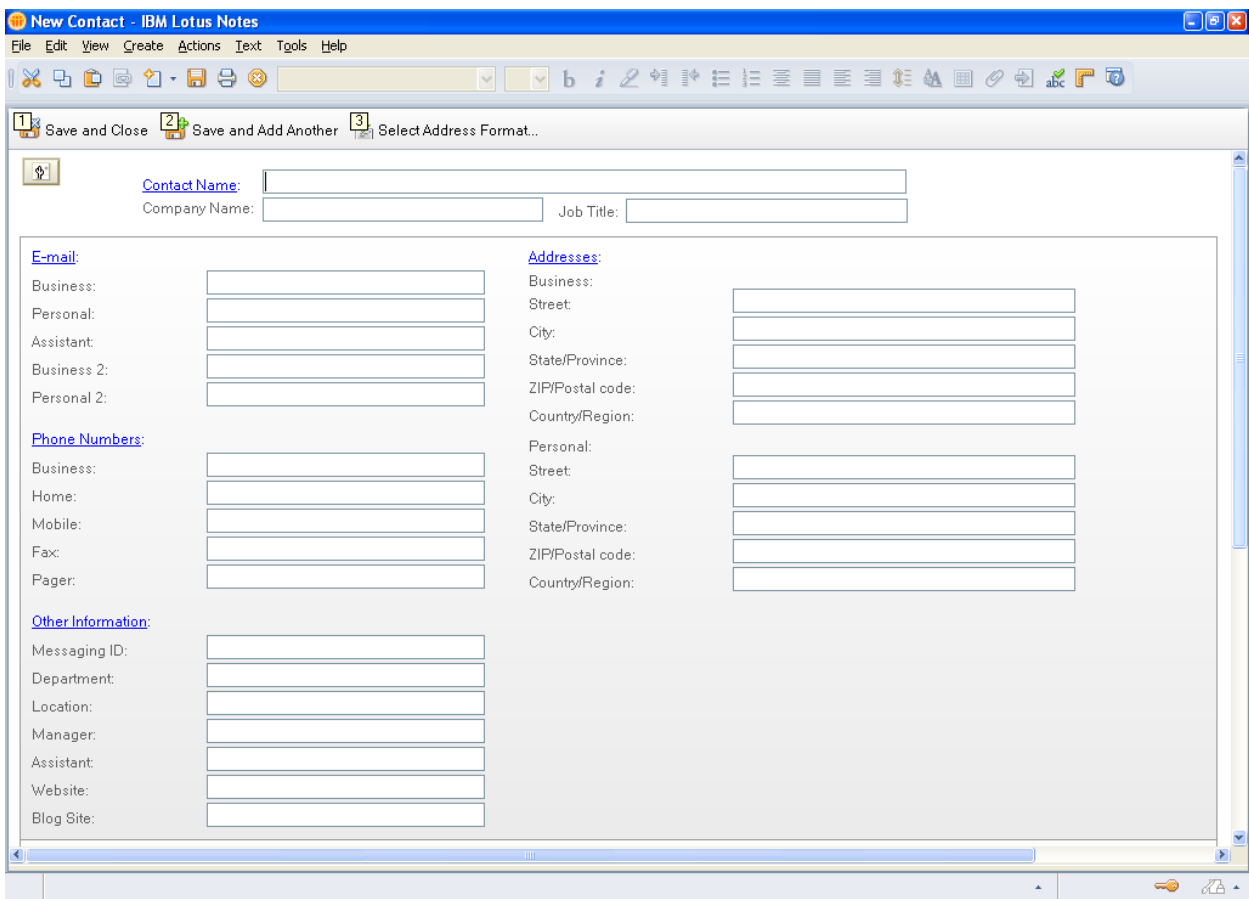
Create a Contact in the Contact tab

1. Open the Contacts tab. If the Contacts tab is not open, click on Contacts from the **Home Page**.

2. Click **New** to create a new contact.



3. The **New Contact** form will open. Complete the required fields and click **Save and Close** to save your changes.

A screenshot of the 'New Contact' form in IBM Lotus Notes. The window title is 'New Contact - IBM Lotus Notes'. The menu bar includes 'File', 'Edit', 'View', 'Create', 'Actions', 'Text', 'Tools', and 'Help'. The toolbar contains various icons for editing and saving. The form fields are organized into sections: 'Contact Name' (with 'Company Name' and 'Job Title' sub-fields), 'E-mail' (with 'Business', 'Personal', 'Assistant', 'Business 2', and 'Personal 2' sub-fields), 'Phone Numbers' (with 'Business', 'Home', 'Mobile', 'Fax', and 'Pager' sub-fields), and 'Other Information' (with 'Messaging ID', 'Department', 'Location', 'Manager', 'Assistant', 'Website', and 'Blog Site' sub-fields). There are also two 'Addresses' sections, each with 'Business' and 'Personal' sub-fields, and fields for 'Street', 'City', 'State/Province', 'ZIP/Postal code', and 'Country/Region'. The form is currently empty, with all fields set to text input.