

You can update your contacts at any time to include new or updated details such as addresses, telephone numbers and email addresses. You can also include a photo of the contact.

How to edit a contact

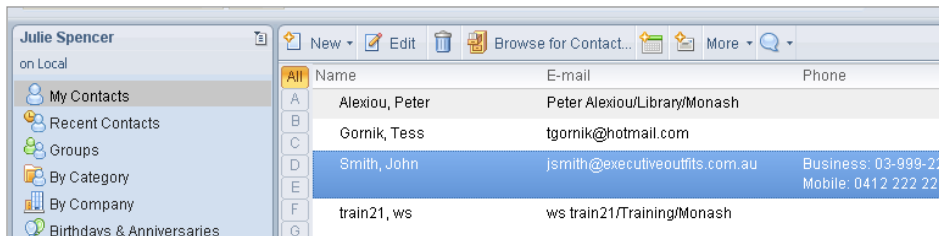
1. Open your contacts by clicking on the **Contacts** icon on the **Home** page.



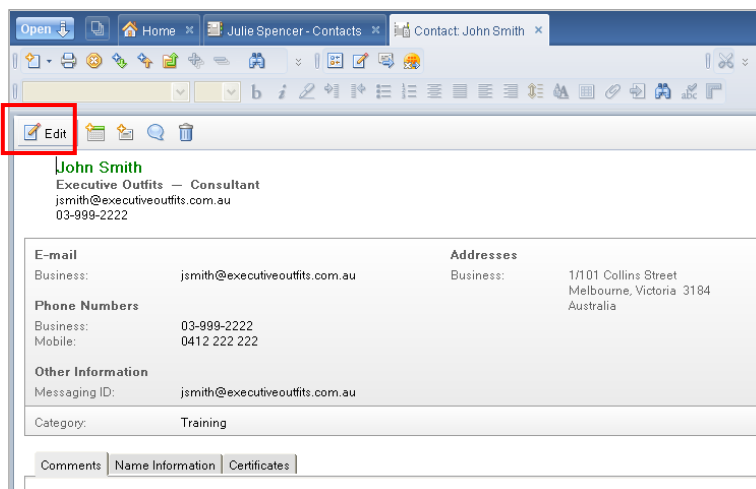
2. Click on **My Contacts** in the **View Selection** panel.



3. Double click on the contact name to open the contact details.

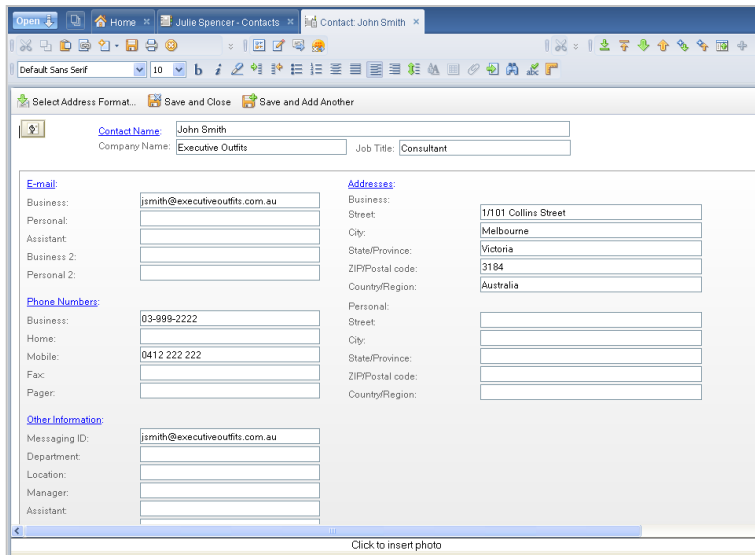


4. Click on the **Edit** button on the **Action bar** to open the editing screen.



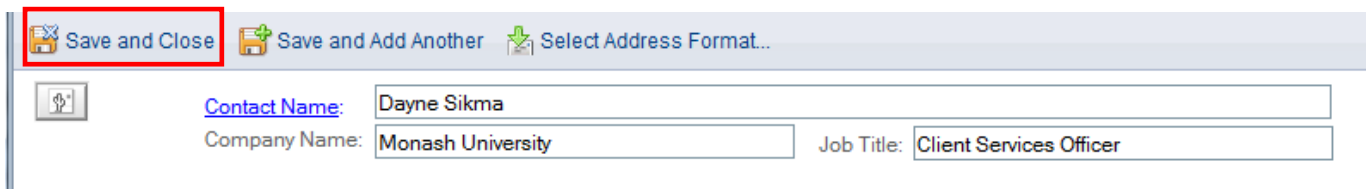
Tip: Another way to access the editing tab for a contact is to click once on the contact name to open the contact details, and then click on the **Edit** button on the **Action bar**.


- The contact's details screen will open.



5. Add any additional details, including a category.

6. Click on the **Save and Close** button to save your changes and return to the contacts list.



Tip: To add a picture to a contact, click on the picture icon  in the top left of the contact details screen.