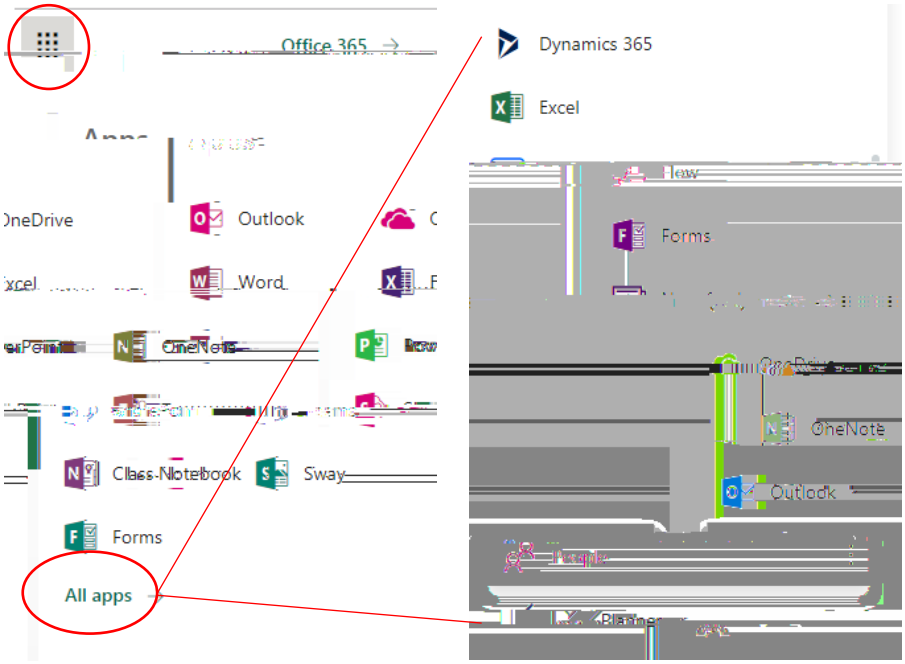
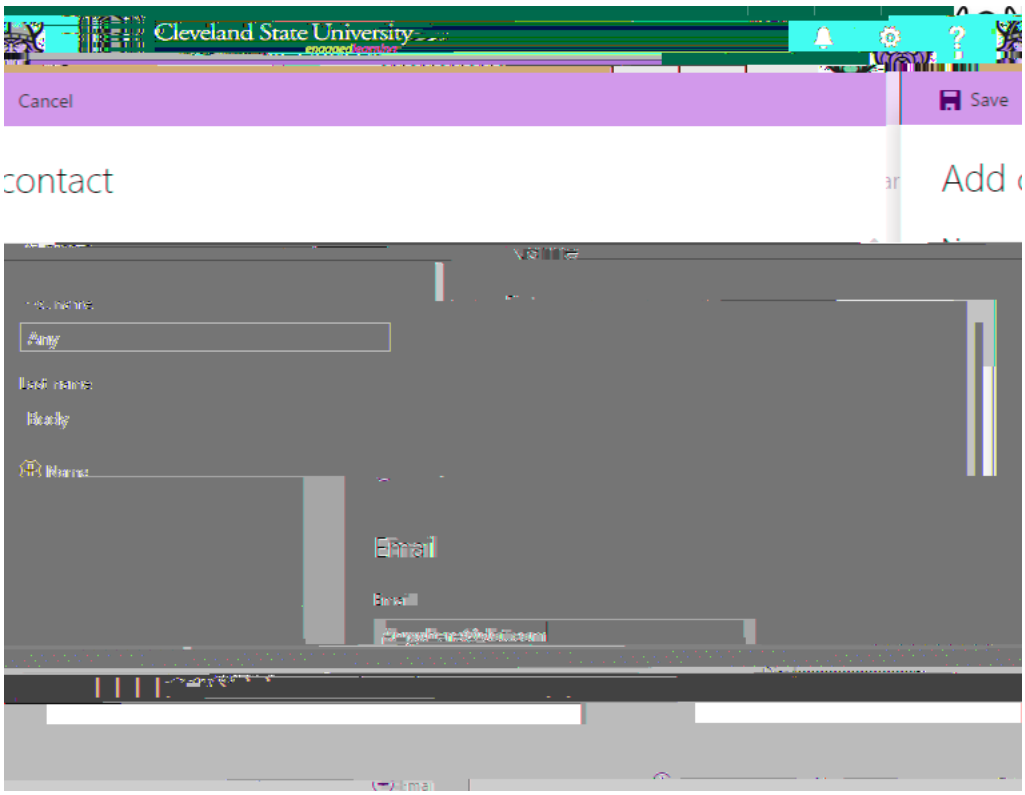
Create a Personal Contact

1) Select “People” from the list of available Apps. If “People” is not listed in the most frequently used list of app, select “All apps” and a listing of all app on your account will appear, scoll down this list and select “People”



3) Enter the appropriate information and select “Save” when complete.



4) The contact is now saved in the personal contacts.