How to Add a User to Your Contact List (Address book)

Open the email and put the mouse pointer over the sender email address.

Do not click on the sender email address.



You should see a pop up window appear.

G	eorge	
🗠 Send email		
	You should see three dots. Mo	More options
Contact >	Click the three dots	
George <gjetson@columbus.k12.oh.us< p=""></gjetson@columbus.k12.oh.us<>		

In the pop up window click on the three dots and then click "Add to Contacts"

Next click "Add to Contacts"



Next click "**Create**"; you have now added the contact to your contact list (Address book)

Add contact	First name George
You can add more information than	Last name Jetson
what you see here, such as address and birthday. Select Add more to bring up more options.	Contact information
	Email address gjetson@columbus.k12.oh.us
	Work
	Company Columbus City Schools
	Job title
Click Create	Department 🛈
	Distance address
	Create Discard + Add more ~