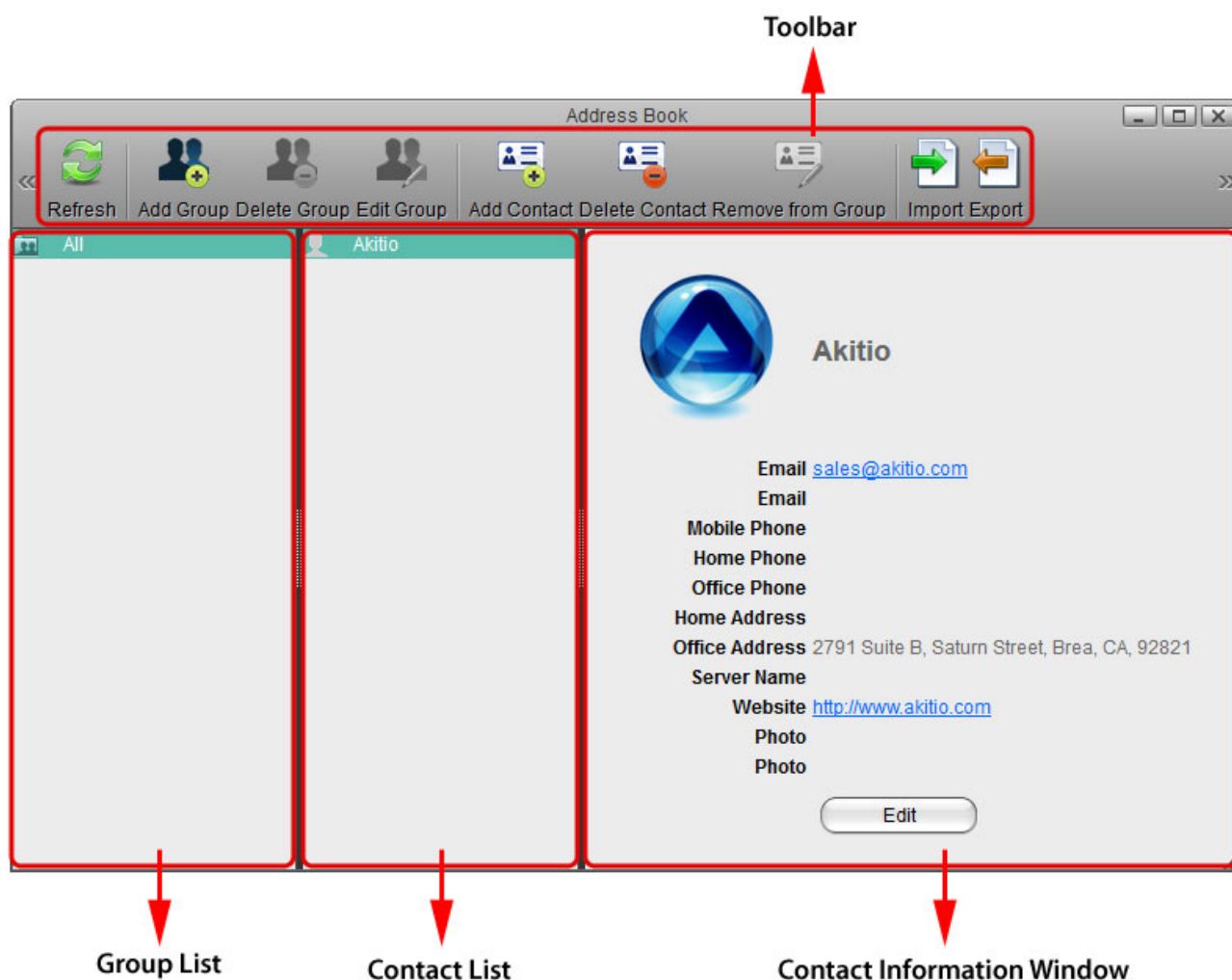





Address Book







The address book helps you to manage your contacts, making it easier to quickly share your files with your friends and family.

Once you have added your contacts, when it's time to send out an e-mail invitation to share a link, instead of filling out the details manually, you can simply select an address or a group from your contacts and have it automatically populate the receiver field.



Toolbar

| Button | Function | Description |
|---|---------------------|---|
|  | Refresh | Refresh the content. |
|  | Add Group | Create a new group. |
|  | Delete Group | Delete the selected group (the group "All" cannot be deleted). The contacts in that group will not be deleted, only the group itself. You can still find the contacts in the group "All". |

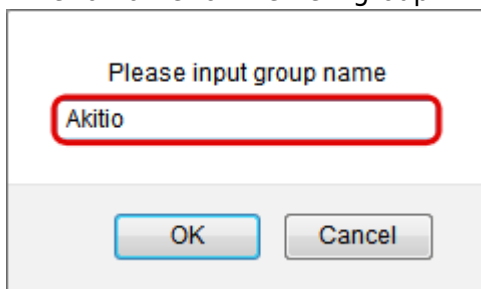
| Button | Function | Description |
|---|--------------------------|--|
|  | Edit Group | Edit the selected group to rename it. |
|  | Add Contact | Create a new contact in the selected group. The contact is also added to the group "All". |
|  | Delete Contact | Delete the selected contact. |
|  | Remove from Group | Remove the selected contact from the current group. The contact itself is not deleted and can still be found in the group "All". |
|  | Import | Import contacts from a Google CSV file. |
|  | Export | Export contacts to a Google CSV file. |

Group List

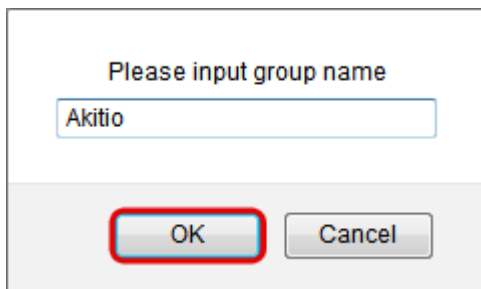
The group list shows the default group "All" and all your custom contact groups. The group "All" contains all the contacts that are stored in the address book and cannot be deleted or edited.

Add a Group


1. Click **Add Group** 
2. Enter a name for the new group.




3. Click **OK**.

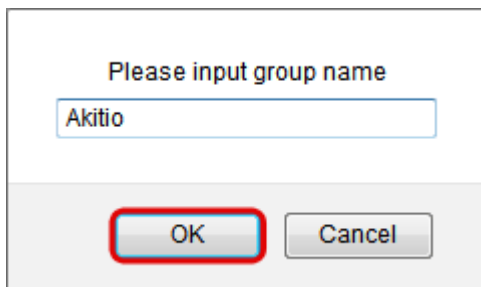


Edit a Group


1. Select the group that you would like to edit from the group list.
2. Click **Edit Group** 
3. Enter a new name for the group.

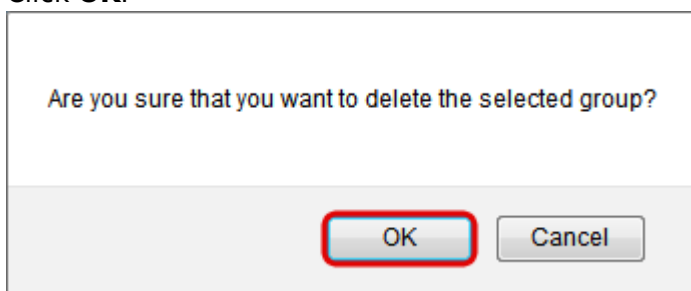


4. Click **OK**.



Delete a Group

1. Select the group that you would like to delete from the group list.
2. Click **Delete Group** 
3. Click **OK**.




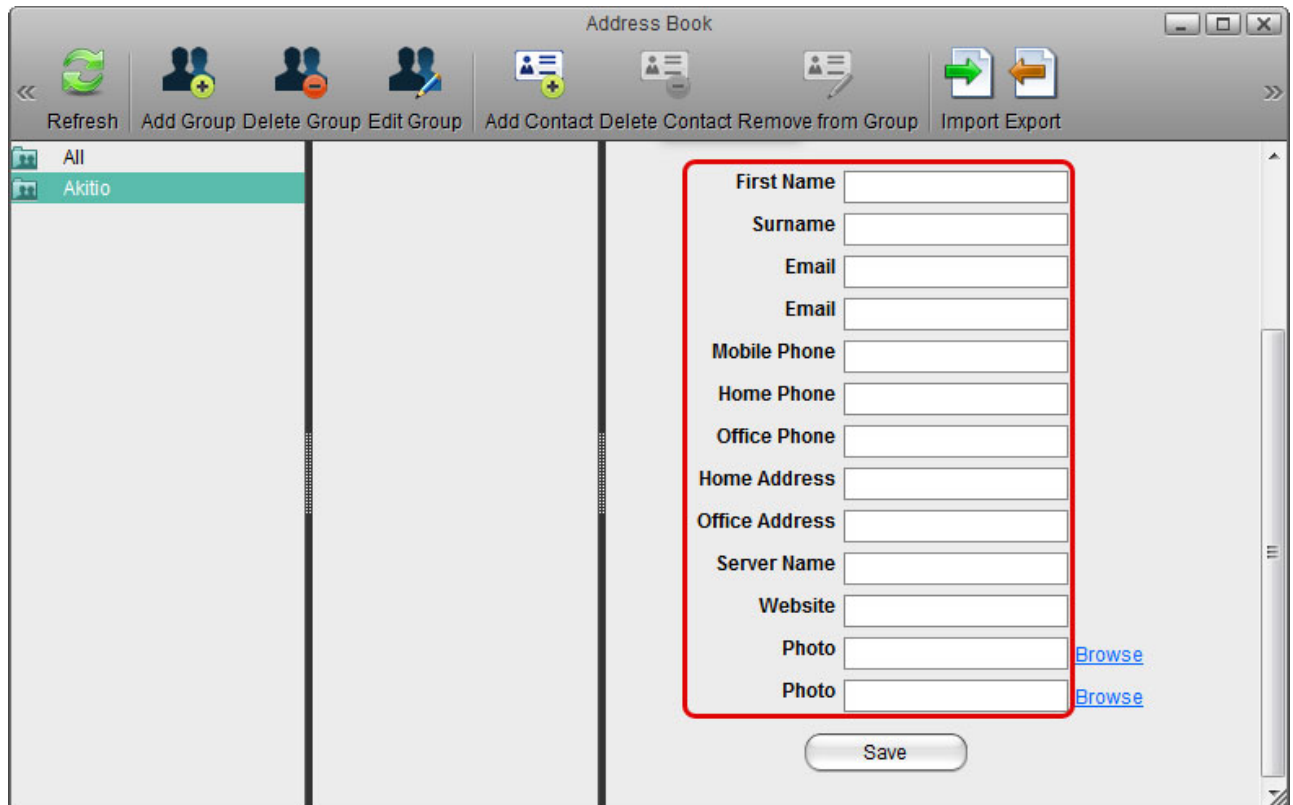
When a group is deleted, the contacts in that group will not be deleted, only the group itself. You can still find the contacts in the group "All".

Contact List

The contact list shows all the contents in the currently selected group.

Add a Contact

1. Select the group where you would like to add the new contact.
2. Click **Add Contact** 
3. Enter all the relevant information for the new contact in the contact information area.



Address Book

Refresh Add Group Delete Group Edit Group Add Contact Delete Contact Remove from Group Import Export

All Akitio

First Name

Surname

Email

Email

Mobile Phone

Home Phone

Office Phone

Home Address

Office Address

Server Name

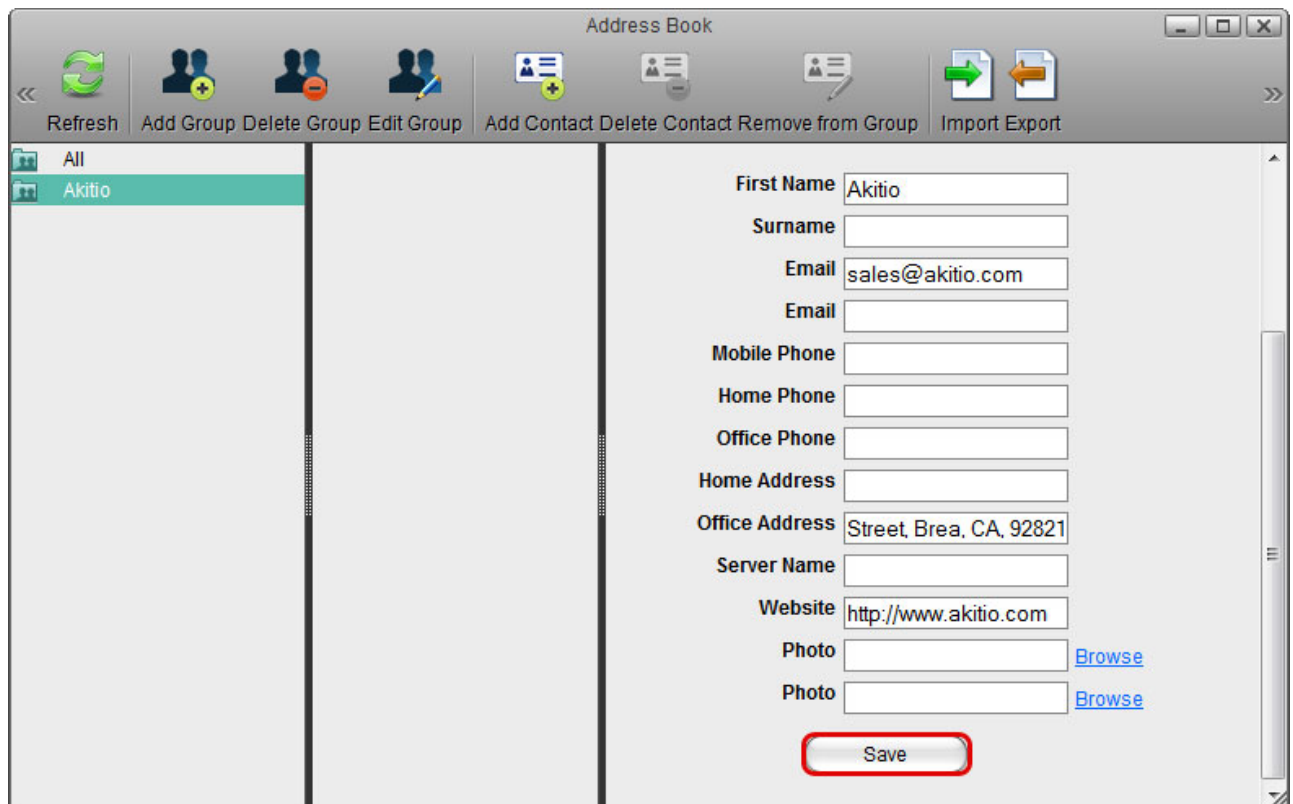
Website

Photo [Browse](#)

Photo [Browse](#)

Save

4. Click **Save**.



Address Book

Refresh Add Group Delete Group Edit Group Add Contact Delete Contact Remove from Group Import Export

All Akitio

First Name

Surname

Email

Email

Mobile Phone

Home Phone

Office Phone

Home Address

Office Address

Server Name

Website

Photo [Browse](#)

Photo [Browse](#)

Save

Delete a Contact

1. Select the group which the contact belongs to or select the group "All".
2. Select the contact that you would like to delete.

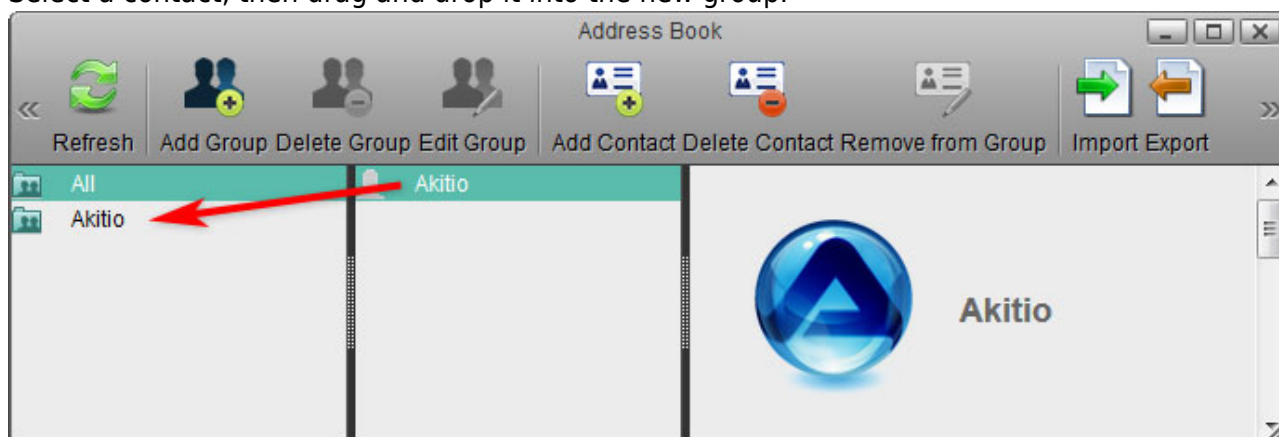
3. Click **Delete Contact** 



When a contact is deleted, it will be removed from all of the groups and the information of that contact will be deleted permanently.

Add a Contact to a Group

1. Open the group that contains your contacts (e.g. group "All").
2. Select a contact, then drag and drop it into the new group.



For new contacts, select the group where you would like to add the contact and then click **Add Contact**. For more details, refer to [Contact List > Add a Contact](#).

Remove a Contact from a Group

1. Select the group which the contact belongs to.
2. Select the contact that you would like to remove from that group.

3. Click **Remove from Group**



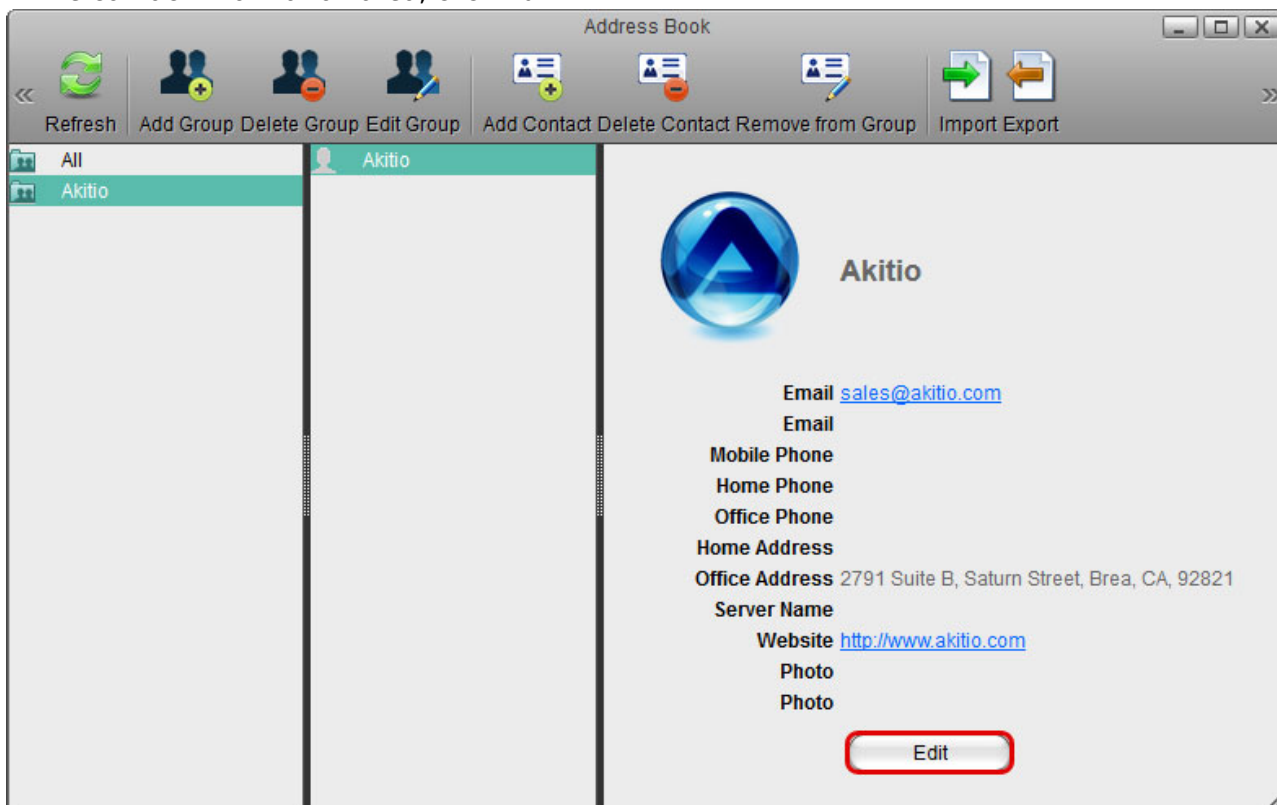
When a contact is removed from a group, it will only be deleted from that particular group. You can still find the contact in other groups where it was added before as well as in the group "All".

Contact Information Area

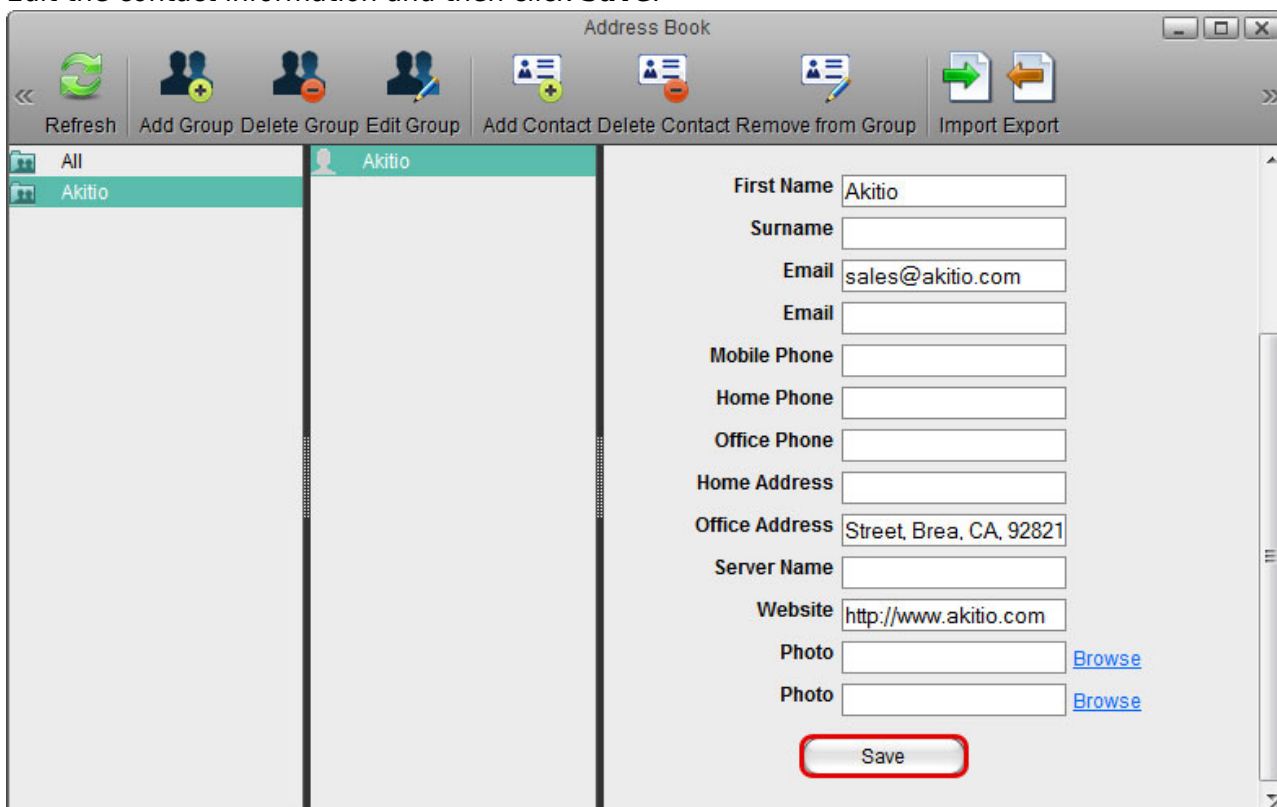
Select a contact from the contact list and the information of that contact will be displayed in the contact information area.

Edit a Contact

1. Select the group which the contact belongs to or select the group "All".
2. Select the contact that you would like to edit.
3. In the contact information area, click **Edit**.



4. Edit the contact information and then click **Save**.



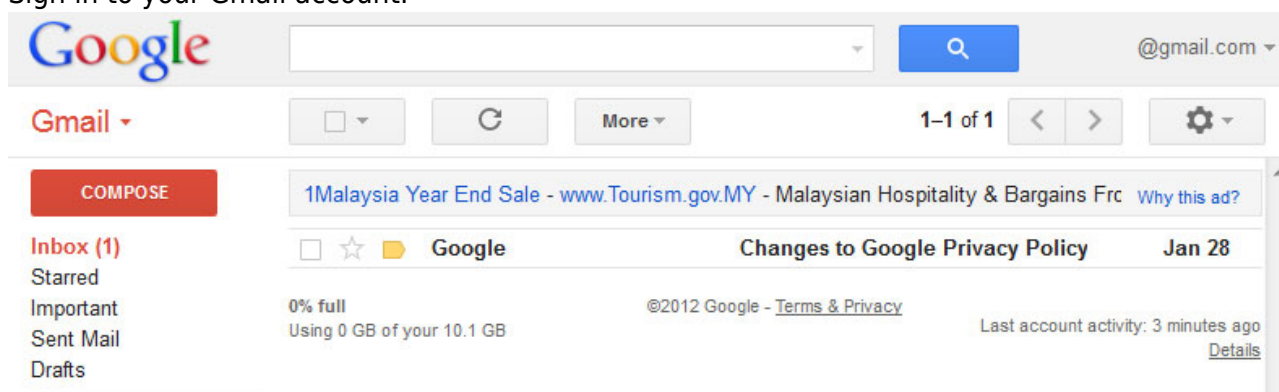
Import/Export

The address book uses the Google CSV format. You can import your contacts from Gmail or export your contacts from the address book. This function allows you to synchronize your contacts with other E-Mail clients that are compatible with the Google CSV format and make a backup of your contacts that you can keep for safe keeping on your computer or another hard drive.

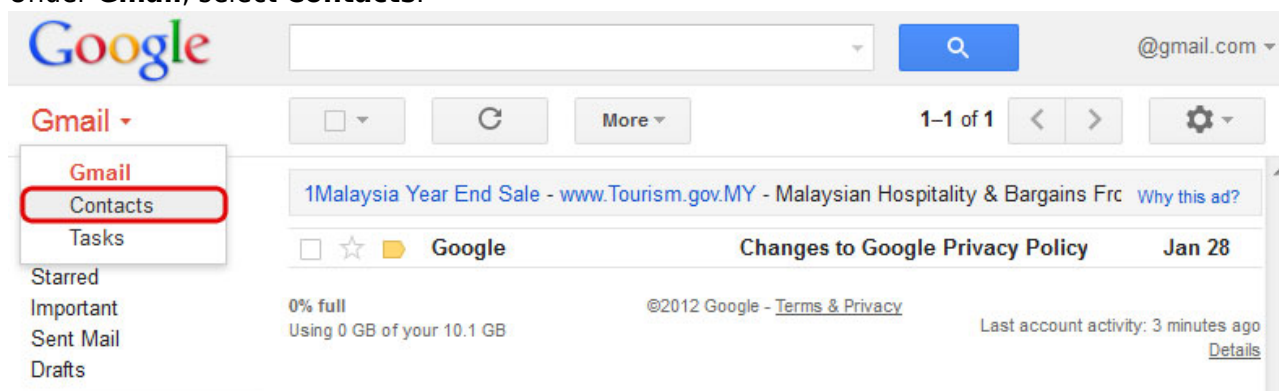
Import Contacts from Gmail

Follow these steps to import the contacts from your Gmail account to your address book.

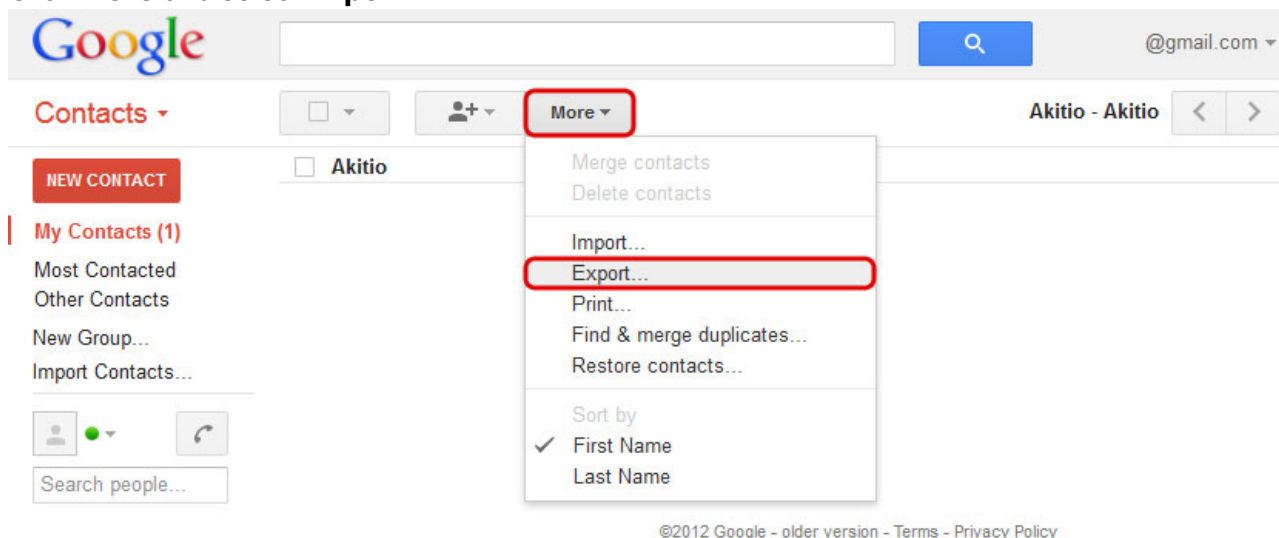
1. Sign in to your Gmail account.



2. Under **Gmail**, select **Contacts**.

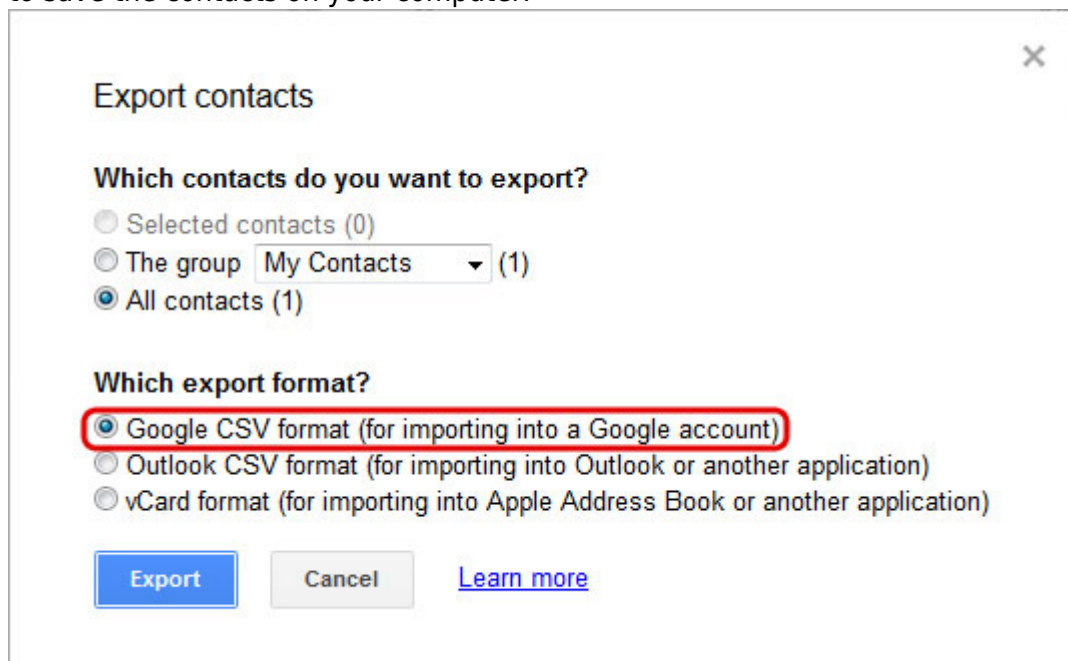


3. Click **More** and select **Export**.



4. Choose the contacts that you would like to export, select **Google CSV format** and click **Export**

to save the contacts on your computer.



The dialog box titled "Export contacts" has a close button (X) in the top right corner. It contains two sections: "Which contacts do you want to export?" and "Which export format?". In the first section, "All contacts (1)" is selected. In the second section, "Google CSV format (for importing into a Google account)" is selected and highlighted with a red rectangle. At the bottom, there are "Export", "Cancel", and "Learn more" buttons.

Export contacts

Which contacts do you want to export?

☐ Selected contacts (0)

☐ The group My Contacts (1)

☒ All contacts (1)

Which export format?

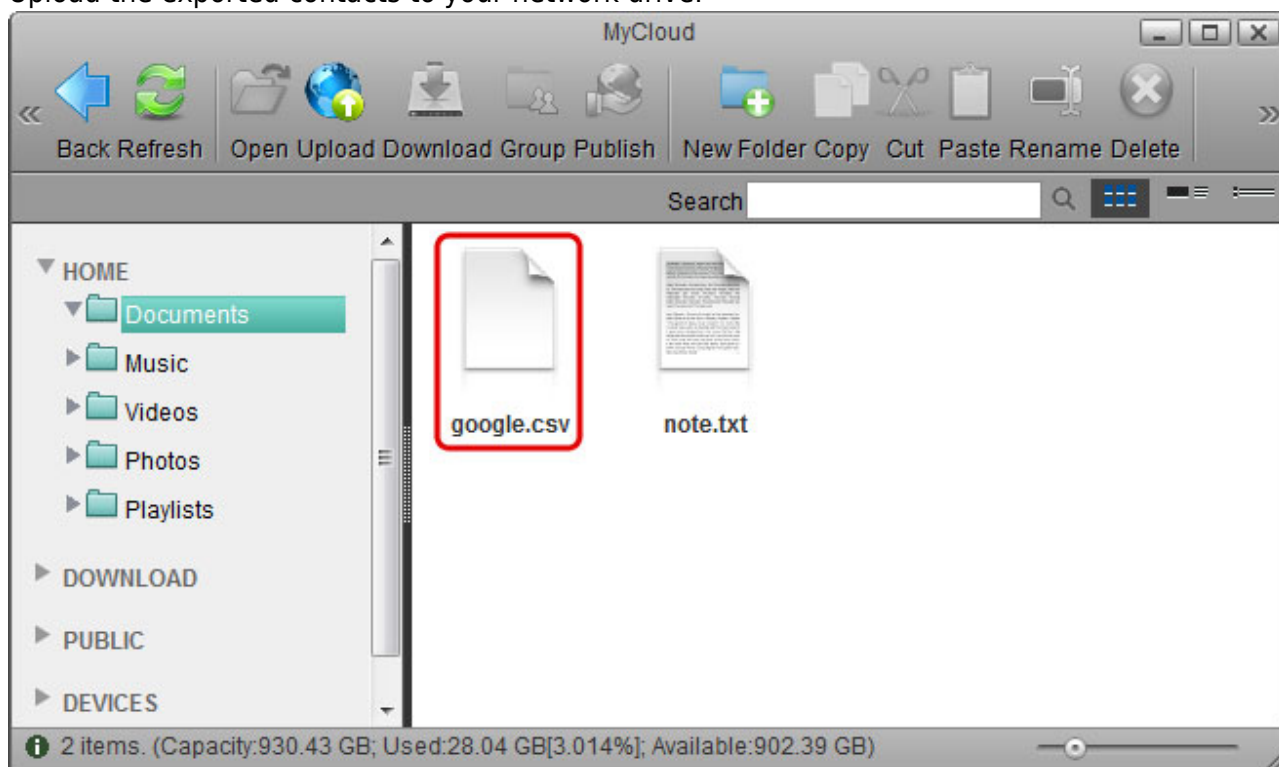
☒ Google CSV format (for importing into a Google account)

☐ Outlook CSV format (for importing into Outlook or another application)

☐ vCard format (for importing into Apple Address Book or another application)

Export Cancel [Learn more](#)

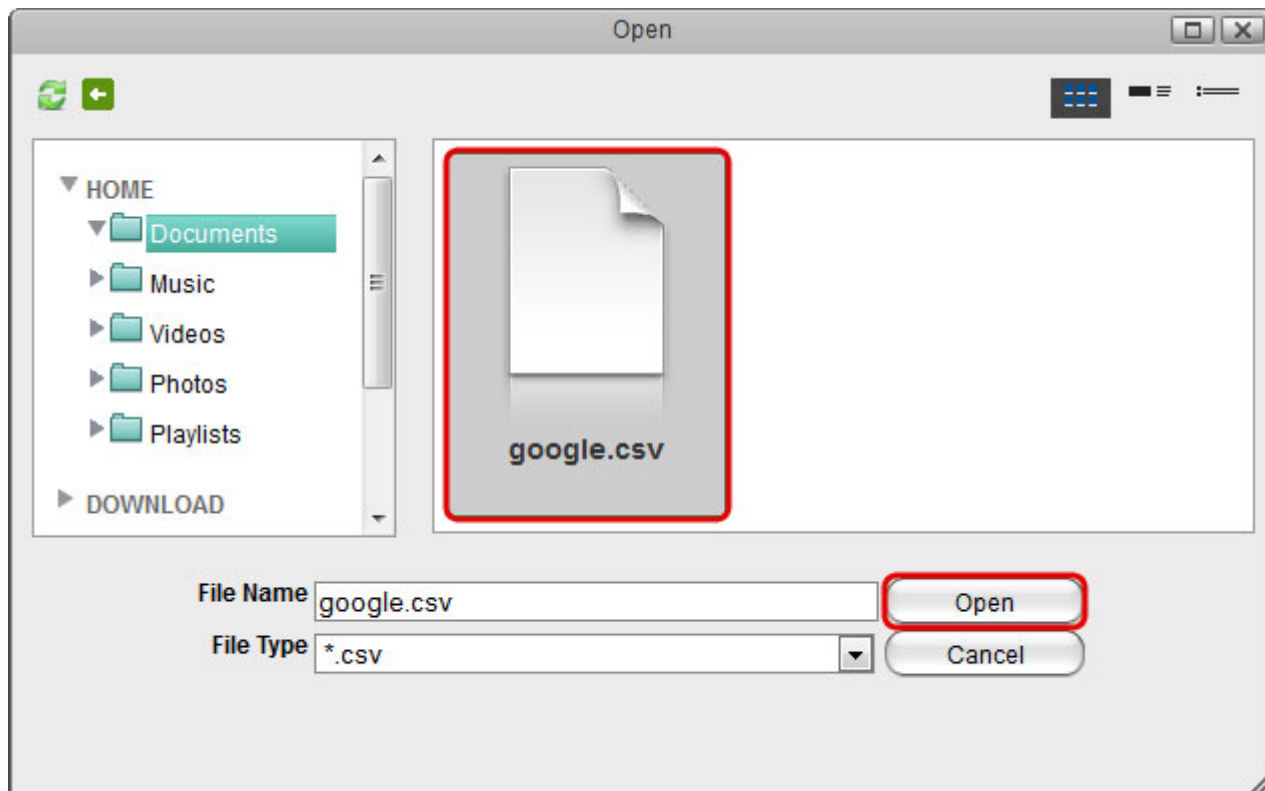
5. Upload the exported contacts to your network drive.



6. Open the **Address Book** 


7. Click **Import** 

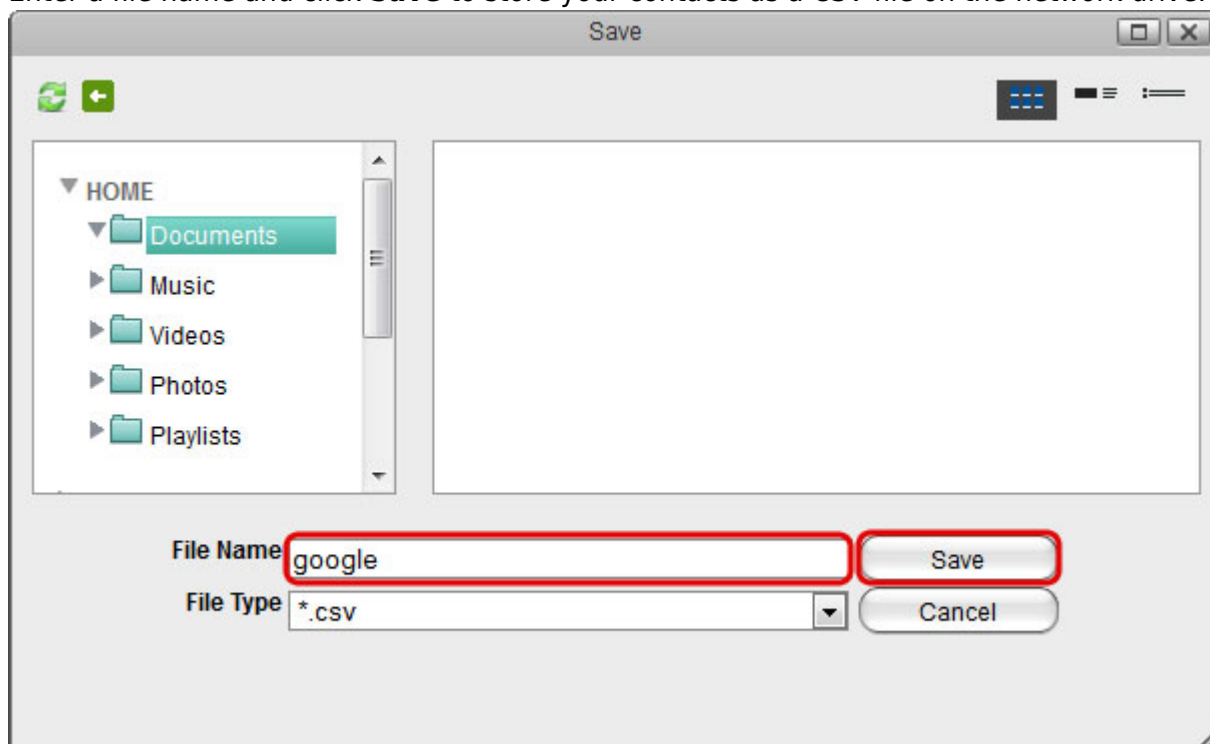
8. Locate the file **google.csv**, select it and then click **Open** to import the contacts.



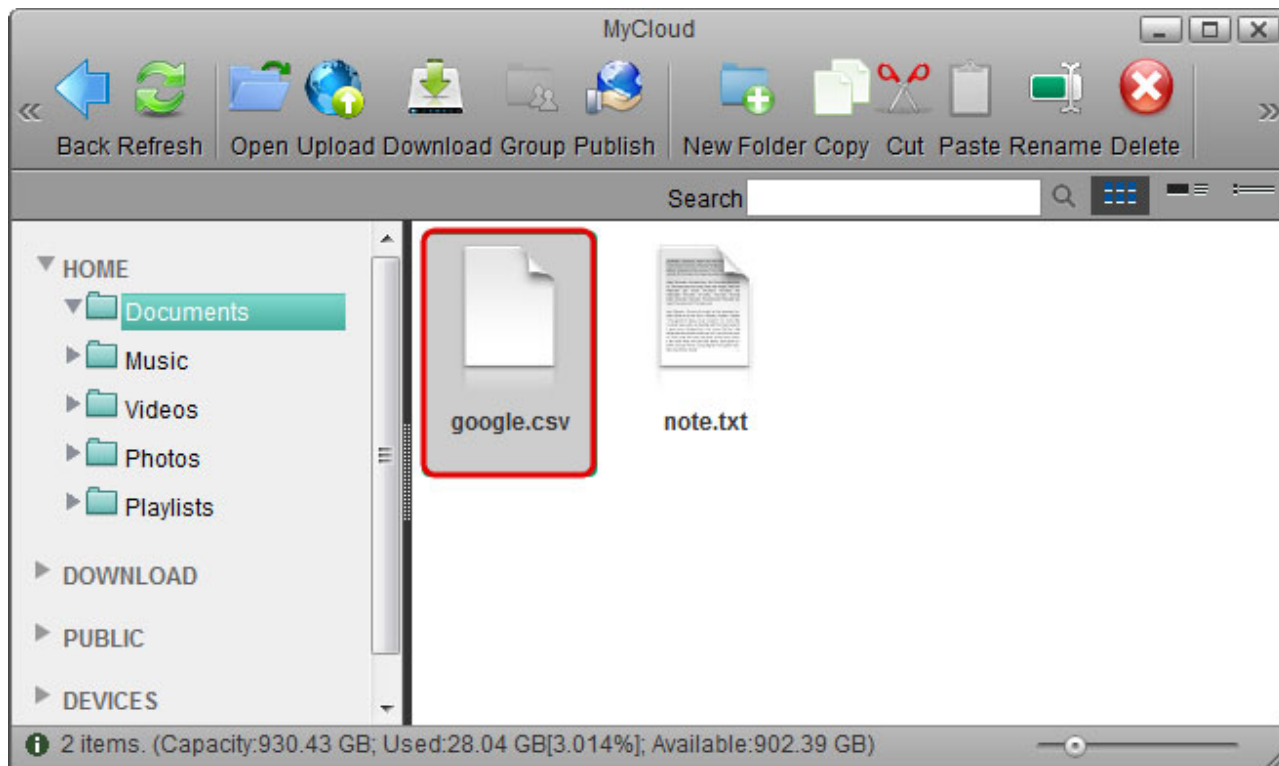
Export Contacts to Gmail


Follow these steps to export the contacts from your address book and import them to your Gmail account.

1. Click **Export** 
2. Enter a file name and click **Save** to store your contacts as a CSV file on the network drive.

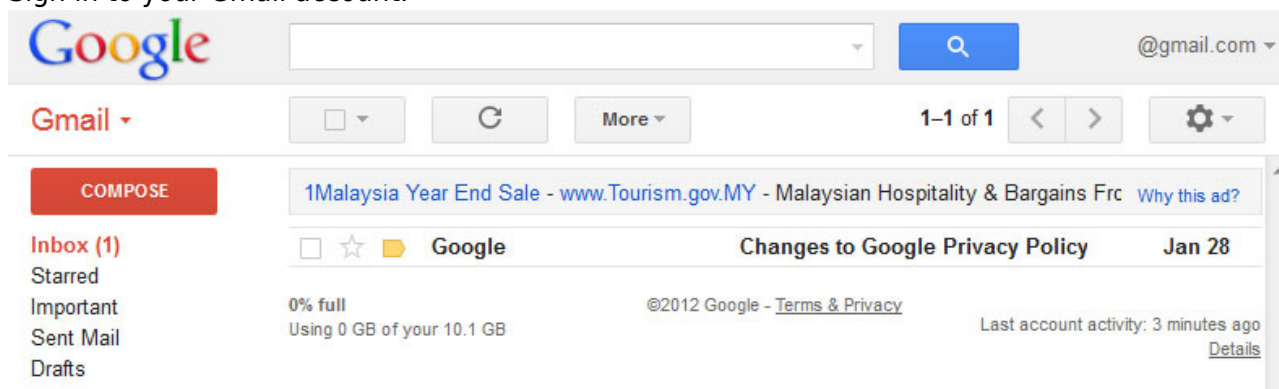


3. Open the file explorer and locate the CSV file.

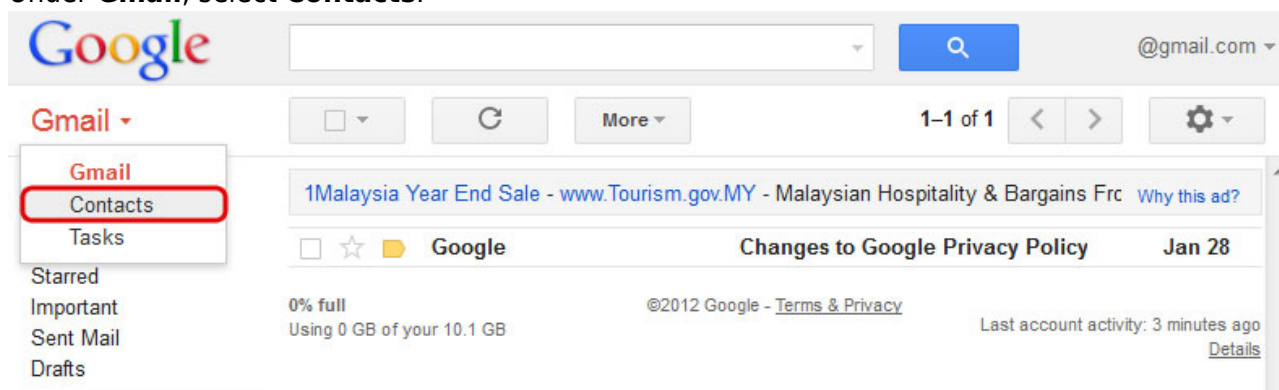


4. Click **Download**  and store the file on your computer.

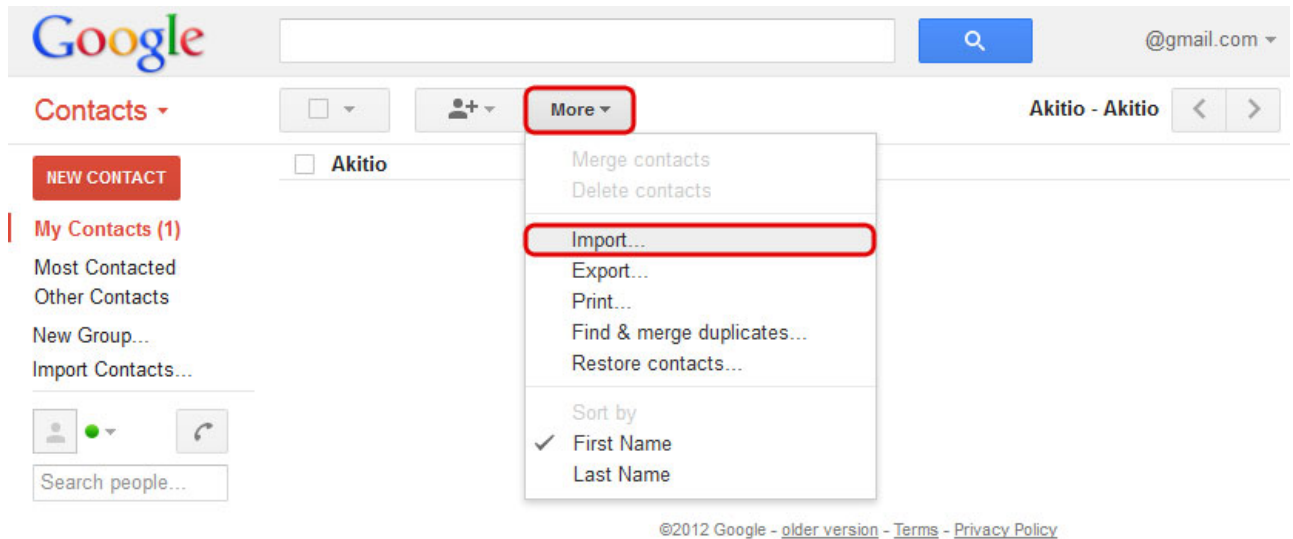
5. Sign in to your Gmail account.



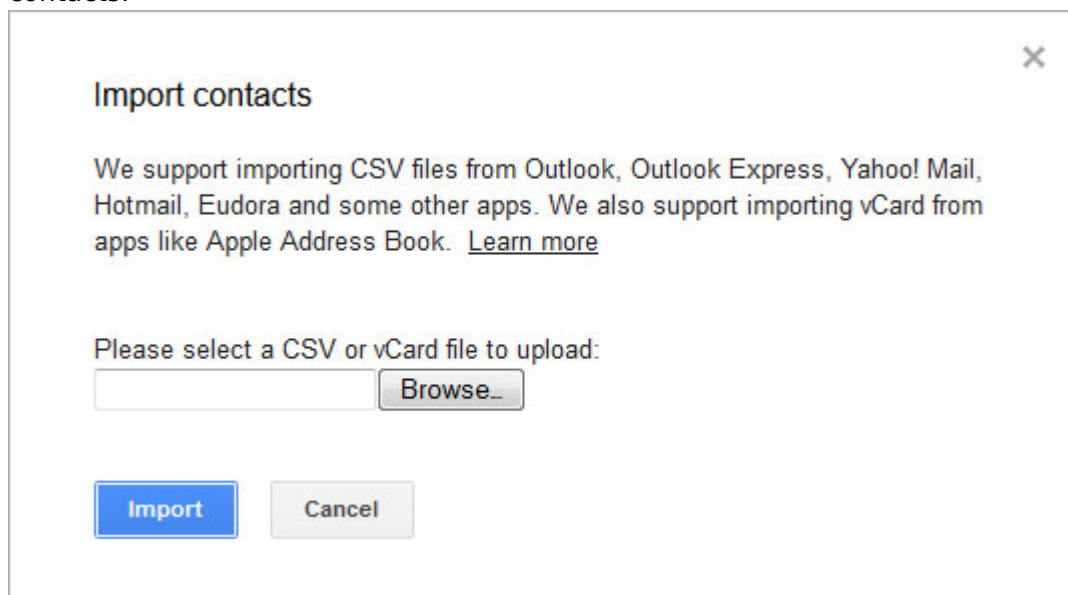
6. Under **Gmail**, select **Contacts**.



7. Click **More** and select **Import**.



8. Locate the CSV file that you have stored on your computer and click **Import** to import the contacts.



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Last update: **2012/12/25 07:47**

