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.

Group List Contact List

Toolbar

Button	Function	Description
2	Refresh	Refresh the content.
2	Add Group	Create a new group.
2	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
2	Edit Group	Edit the selected group to rename it.
A =	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.
1	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

	Click Add Group Enter a name for the new group.
	Please input group name Akitio
	AKILO
	OK Cancel
3.	Click OK .
	Please input group name Akitio
	OK Cancel

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.

	Please input group name
	Akitio
	OK Cancel
1.	Click OK .
	Please input group name Akitio
	OK Cancel

Delete a Group

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

Are you sure that you want to delete the selected group?
OK Cancel



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.

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Delete a Contact

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





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**.

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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. Google @gmail.com -Q Gmail -. C 1-1 of 1 Ó.-More v COMPOSE 1Malaysia Year End Sale - www.Tourism.gov.MY - Malaysian Hospitality & Bargains Frc Why this ad? Inbox (1) **Changes to Google Privacy Policy** 🗌 📩 📄 Google Jan 28 Starred 0% full ©2012 Google - Terms & Privacy Important Last account activity: 3 minutes ago Using 0 GB of your 10.1 GB Sent Mail Details Drafts 2. Under Gmail, select Contacts. Google @gmail.com **Ú** -Gmail -C 1-1 of 1 . More -< Gmail 1Malaysia Year End Sale - www.Tourism.gov.MY - Malaysian Hospitality & Bargains Frc Why this ad? Contacts Tasks 🗌 🖈 📄 Google **Changes to Google Privacy Policy** Jan 28 Starred 0% full ©2012 Google - Terms & Privacy Important Last account activity: 3 minutes ago Using 0 GB of your 10.1 GB Sent Mail Details Drafts 3. Click More and select Export. Google Q @gmail.com -<u>+</u>+-Akitio - Akitio Contacts -. More * < Akitio NEW CONTACT My Contacts (1) Import. Most Contacted Export. Other Contacts Print. Find & merge duplicates... New Group. Restore contacts... Import Contacts... 2 6 First Name Last Name Search people ©2012 Google - older version - Terms - Privacy Policy
- 4. Choose the contacts that you would like to export, select Google CSV format and click Export

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5. Upload the exported contacts to your network drive.

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- 6. Open the Address Book
- 7. Click Import 🔽
- 8. Locate the file **google.csv**, select it and then click **Open** to import the contacts.

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Export Contacts to Gmail

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



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

Save	
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	Save
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7. Click More and select Import.

Drafts

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

Import contacts	
Hotmail, Eudora and	g CSV files from Outlook, Outlook Express, Yahoo! Mail, some other apps. We also support importing vCard from ress Book. <u>Learn more</u>
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