

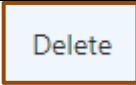
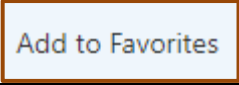
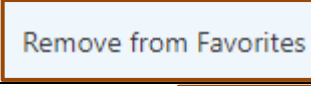
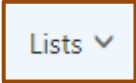


CONTACTS/PEOPLE TOOLBAR

The Contacts (also known as People) toolbar provides options for creating new contacts, deleting contacts, adding contacts to Favorites, and showing lists that have been created in Contacts. The table below illustrates and describes each of the buttons on this toolbar.

Button	Description
New 	To create a new Contact or Contact List, click this button.
Edit 	To make changes to the Contact, click this button.
Delete 	Click this button to delete a Contact from the list. If the Shift key is held down and this button is clicked, the selected Contact will be permanently deleted.
Add to Favorites 	This button is used to create add Contacts to a Favorites list. The Favorites list will appear as a starred item at the top of the Contacts list.
Remove from Favorites 	This button will appear when an item is added to Favorites. Select the Contact in the list and click this button to remove from the Favorites list.
Lists 	Use this option to display the lists of Contact Groups that are in your Contacts folder.