**ADDRESS BOOK**

The Address Book allows you to keep track of your contacts and their information. You can create categories that help organize contacts (such as “Friends” and “Family”), and you can create distribution lists that let you send one message to many contacts at once. Click the **Address Book icon** in the QuickBar to get started.

1. **CREATE A COLLECTION**
   
   When you create a collection, you can create a distribution list or compose an E-mail to everyone in the collection.
   
   1. Place checks next to contacts and contact lists of your choice.
   2. Click the **Add to Collection** option onscreen.
   3. Repeat steps 1 and 2 as needed until all desired contacts are listed in the Collection Box.
   
   4. Click to highlight an item, select **Remove from List** below, then click **GO** to remove it from the collection.

2. **COMPOSE AN E-MAIL**
   
   Once the desired contacts are listed in the Collection Box, select **Compose Email** from the drop-down list and click **GO**. The Compose Mail page will be displayed with the “To” address field pre-populated. Edit and send your message as you normally would.

3. **CREATE A DISTRIBUTION LIST**
   
   1. Once the desired contacts are listed in the Collection Box, select **New List** from the drop-down list and click **GO**.
   2. In the Contact List Detail page, add additional E-mail addresses as desired to this list.
   
   3. Supply a name for the list as well as a description and / or category if desired.
   4. Click **Save** when complete.

   Type an E-mail address in here and click **Add** to add the address to the list.
Calendars give you a 365-day view. You can select which calendars you want to view and have events from them displayed at once. Create events for a calendar, share it among other calendars, and invite other people to your event. Click the Calendars icon in the QuickBar to get started.

**Including Calendars into the View**
Calendars listed here are your personal calendars.

Calendars listed under headings correspond to calendars in your different communities (note headings collapse / expand to show and hide calendars).

Place a check next to desired calendars and click update to include their events in the view.

**Calendar Tools**
- **Calendar Admin** – click this option to add new / edit existing / delete calendars, and manage access control of your personal calendars.
- **New Event** – lets you create an event with full details (including repetitions) and invite others to the event
- **Quick Add** – lets you create an event quickly by supplying minimal information
- Click the icon of an event you wish to edit.
- Place a check next to an event and click Delete to delete the event.

To change the color of a calendar and its events, click on the calendar name and access the Color Selector.

Select a radio button, then click OK. The color for the calendar (and its events) will be changed.

**Calendar Color Selection**

**INCREASE VIEWED EVENTS**

See events from many calendars in a single view! Event text color matches the calendar color.

Click the name of an event in your calendar to view its details in a pop-up window.

Sharing events to a personal calendar lets you clear the calendar from view, yet still see its event. Check desired community events, then select the calendar where it should be shared with the Share to drop-down box.