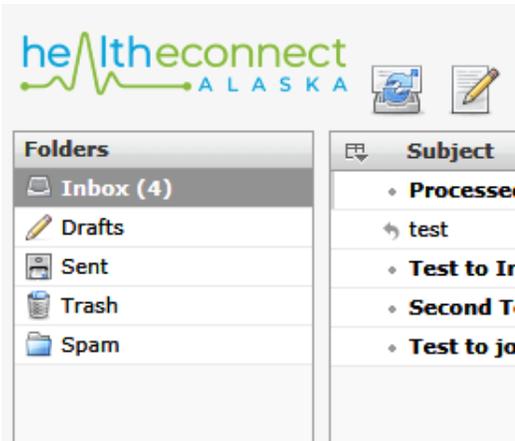


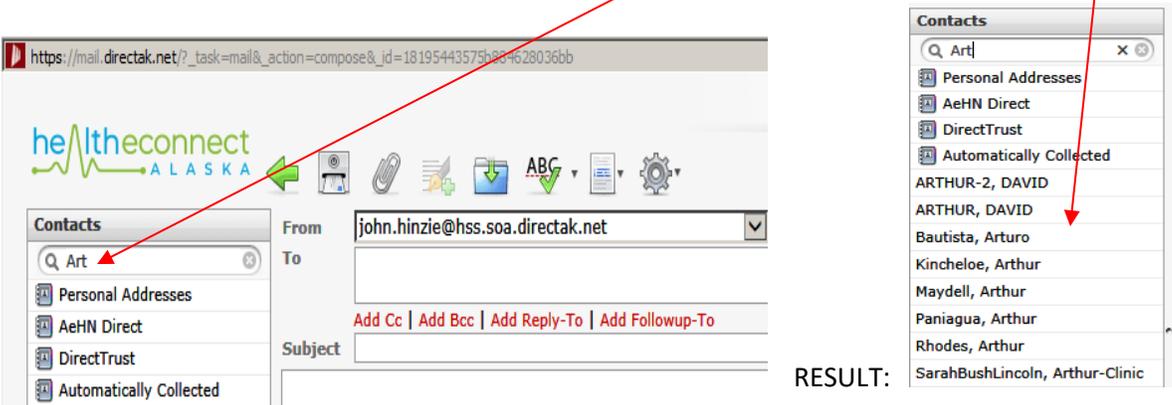
# Using the Contact Feature in Inpriva DSM

\*\*\*\*\*Every one you receive mail from, or correspond with, will be entered into the **Automatically Collected** Contacts list.

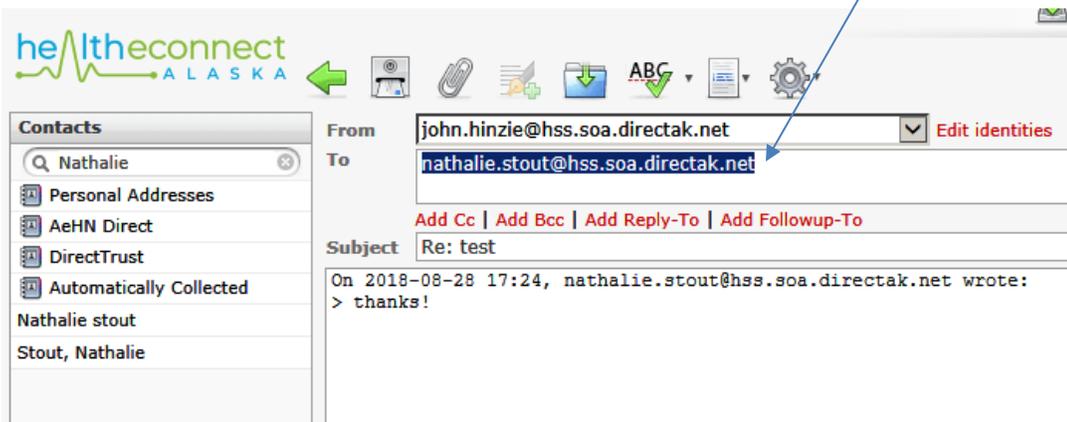
To use the contacts search feature, open a new mail or an existing one for reply. (Reply, reply all icons)



In the NEW message or in the reply window, go to the section **on the LEFT**, and input in the "search bar" a name; (first, or Last), **then hit enter.....** A list of persons, or the individual you're looking for appears here.



There doesn't seem to be an easy way to add a sender to your Personal Addresses, but you can always find them in the Automatically Collected address book. You can highlight the senders address, copy it, and then see next graphic.



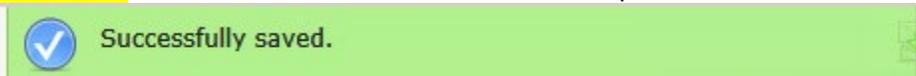


Once the direct address is copied, you can go to the Address book icon, and add a new contact via the ADD contact button



When the new contact interface opens, paste the users address into the Direct Address field, and fill the rest out as you desire. (**Personal address** is the default address book for manually added.)

Press **SAVE**, and the contact will be entered into the personal address book.



(If you see a notice a **GREEN** popup, appear saying “automatic\_addressbook.contactremoved”, and you have already had contact with this person, this is normal behavior, that contact will be recreated in the Personal address Book.)

All it did was recognize you have added that person in your personal contacts, and delete them from the Automatically Collected contacts.)

