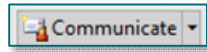

Creating favorites in personal address book helps with quicker access when sending messages in Message Center.

Creating Personal Address Book

STEP 1: Click the **Communicate** button.



STEP 2: In the **New Message** window, click the **binoculars** to the right of the **To** field.

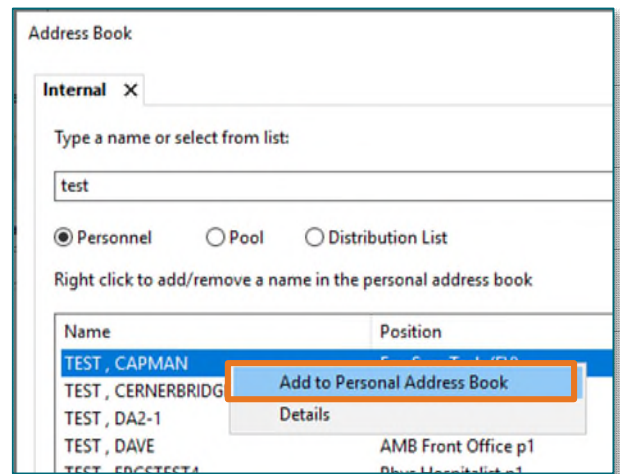
STEP 3: Type **User** or **Pool** name in the search field.

STEP 4: Click the **User** or **Pool** name option.

STEP 5: Right-click the selected **User** or **Pool**.

STEP 6: Select the **Add to Personal Address Book** option.

NOTE: When the **To** field is selected in a new message, the personal address book will display in the upper portion of the new message window with saved recipients able to be chosen.



Managing Personal Address Book

STEP 1: Click the **Communicate** button.

STEP 2: In the **New Message** window, click the **binoculars** to the right of the **To** field.

STEP 3: Click **Personal Address Book** option, under **Show names from**.

STEP 4: Right-click the **User** or **Pool** you want to remove.

STEP 5: Click the **Remove from Personal Address Book** Option.

