

TRAINING EXERCISE

# ADDING USERS TO THE ADDRESS BOOK WITH EMAIL ADDRESS VIA THE CONTROL PANEL

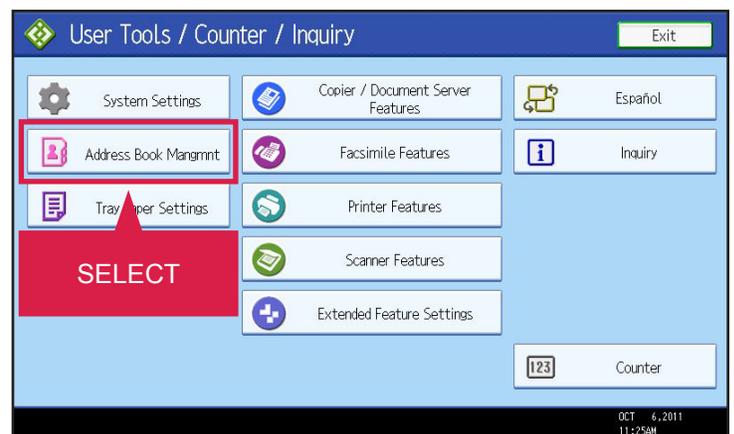
**STEP 1:**

To add users to the Address Book using the Control Panel, Select User tools/Counter.



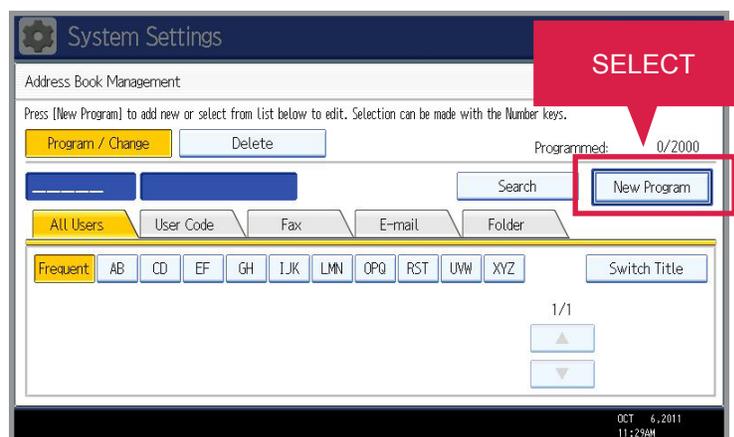
**STEP 2:**

Select Address Book Management.



**STEP 3:**

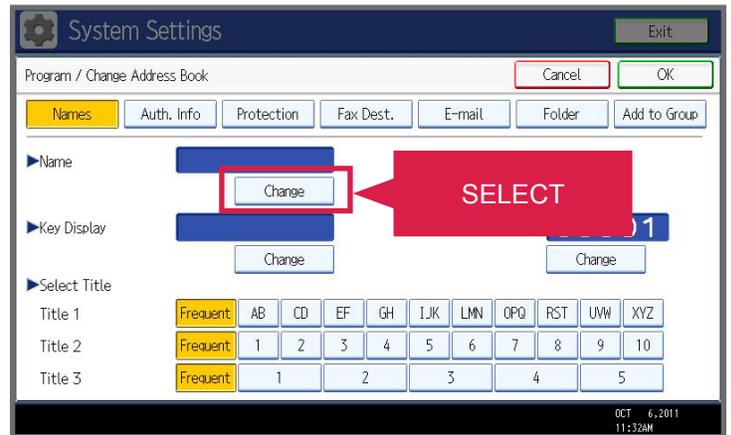
Select New Program.



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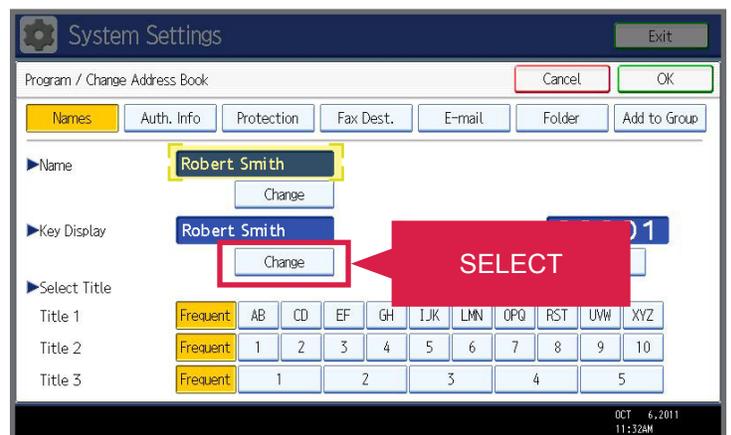
**STEP 4:**

You will now begin the process of entering the User's Name. Under the Name field, Select Change.



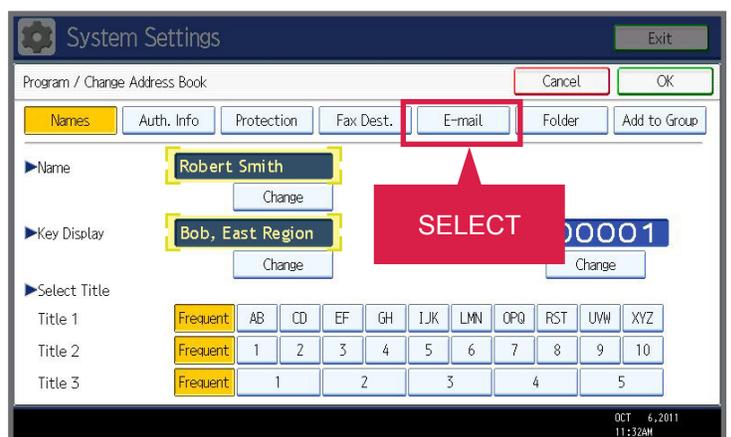
**STEP 5:**

Type in User's Name. (For demonstration purposes, the Name has already been entered.) Now you have the option to change how the User's Name will appear on screen under the Key Display field. Select Change to enter the Key Display name.



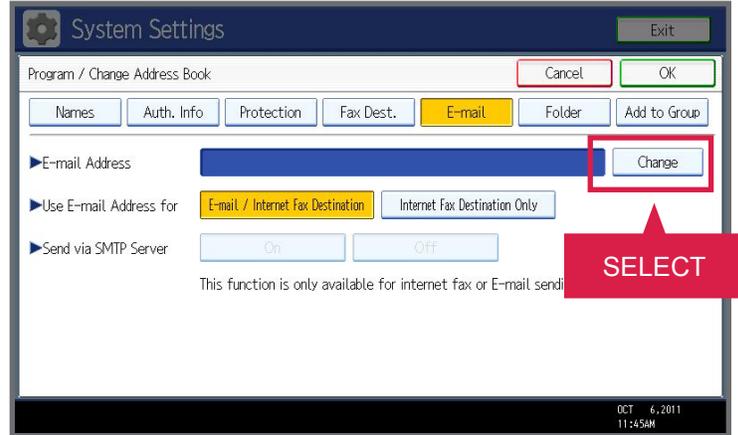
**STEP 6:**

Type in User's Key Display Name. (For demonstration purposes, the Key Display Name has already been entered as "Bob, East Region") You are now ready to add the e-mail address. Select E-mail.

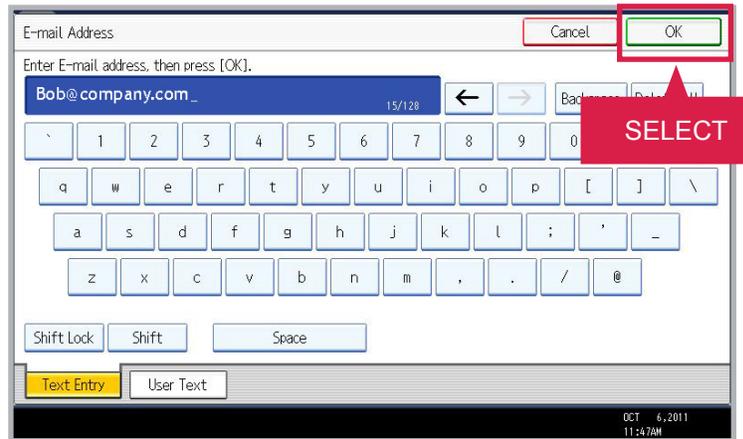


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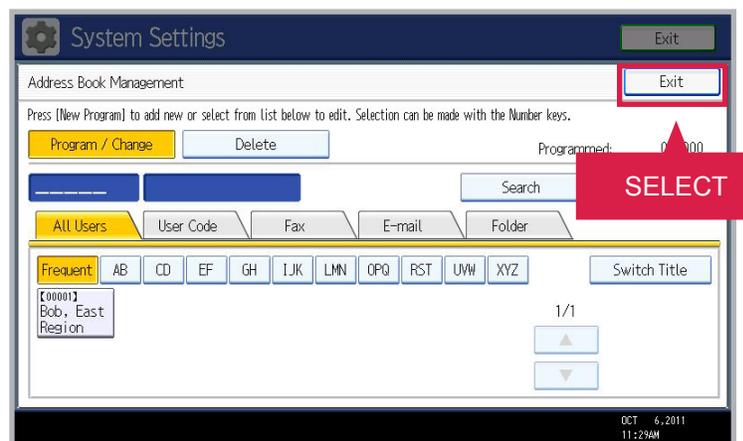
**STEP 7:**  
Select Change.



**STEP 8:**  
Type in User's E-Mail. Press OK twice. (For demonstration purposes, the e-mail address has already been entered and you only need to click OK on the on-screen demo once.)



**STEP 9:**  
Select Exit four times to return to the main screen. (For demonstration purposes, you only need to click this on-screen demo once.)



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**STEP 10:**

You have now completed your job task and returned to the control panel main screen.

JOB TASK COMPLETE.

