Using the Adept Webmail Address Book

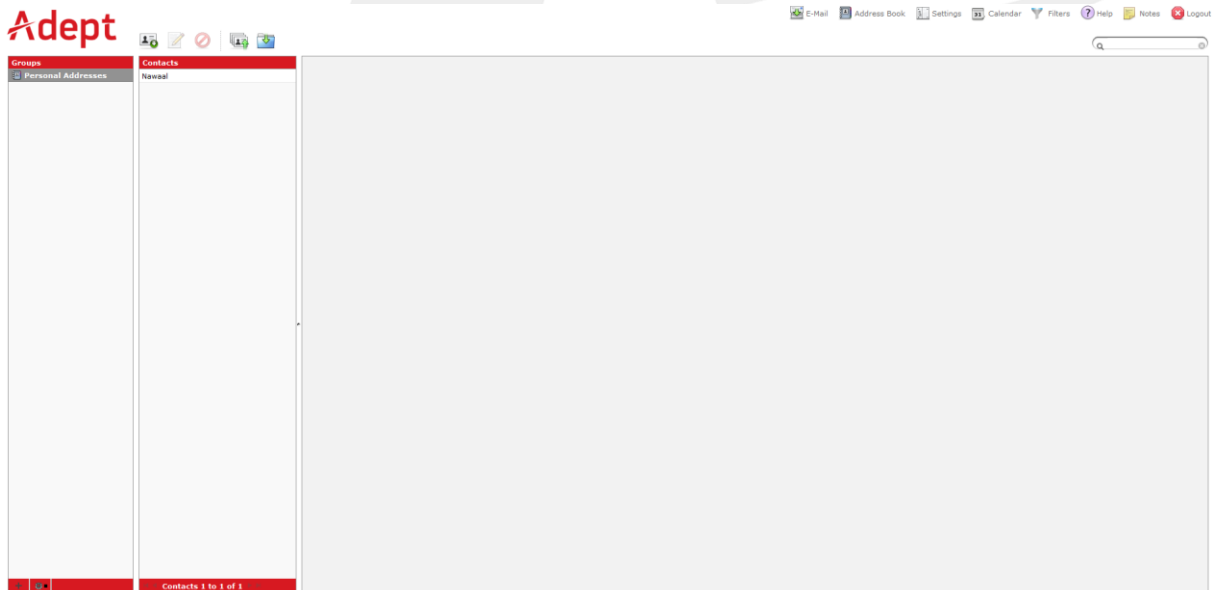1. From the login screen located at http://webmail.adept.co.za, log in with your email address as your username, and password as supplied

2. Click on the button near the top right menu bar for "Address Book

Once there, the Address Book allows you to store email addresses as contacts for future reference; you can also create different groups to store contacts in by clicking on the "+" at the bottom left

3. Above the contacts list, there are five different options to choose from

From left to right, they are:
- Create New Contact Card - this option allows you to create a new Address Book entry
- Compose Mail To - this option allows you to send mail to a contact
- Delete Selected Contacts - this option enables you to delete contacts from the Address Book
- Import Contacts - with this option you can import your addresses from another program such as Microsoft Outlook, Outlook Express, Thunderbird etc.
- Export Contacts in vCard Format - this allows you to export contacts to a file for use with another email program

4. Select "Create New Contact Card" and enter the necessary details in the window that opens, before clicking on "Save" to add the new contact to the Address Book