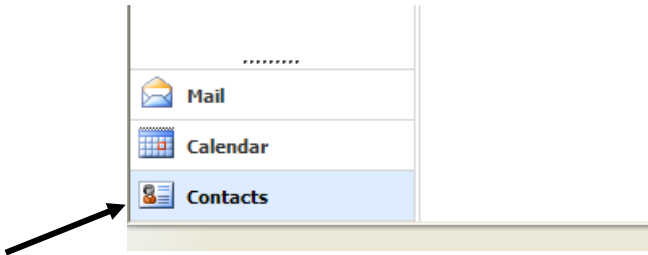
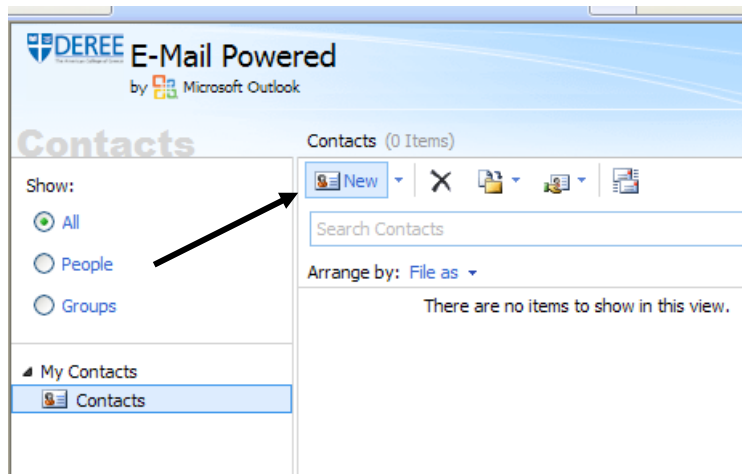


How to add a contact to your new @acq.edu e-mail account.

- Step 1.:** Log on to your e-mail
- Step 2.:** Click on “Contacts” button



- Step 3.:** Click the “New” button



- Step 4.:** Add the contact’s personal information
- Step 5.:** Click “Save and Close”

Or you may right-click on a contact in your Inbox and select “Add to Contacts” option

