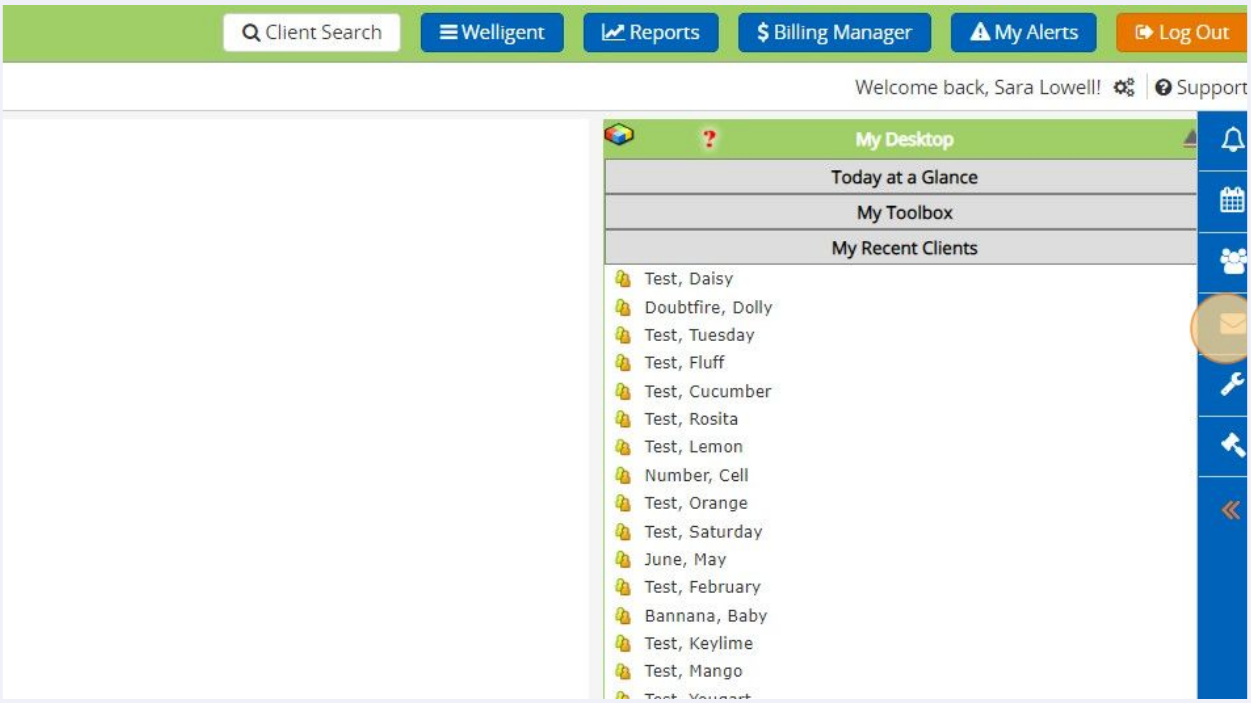
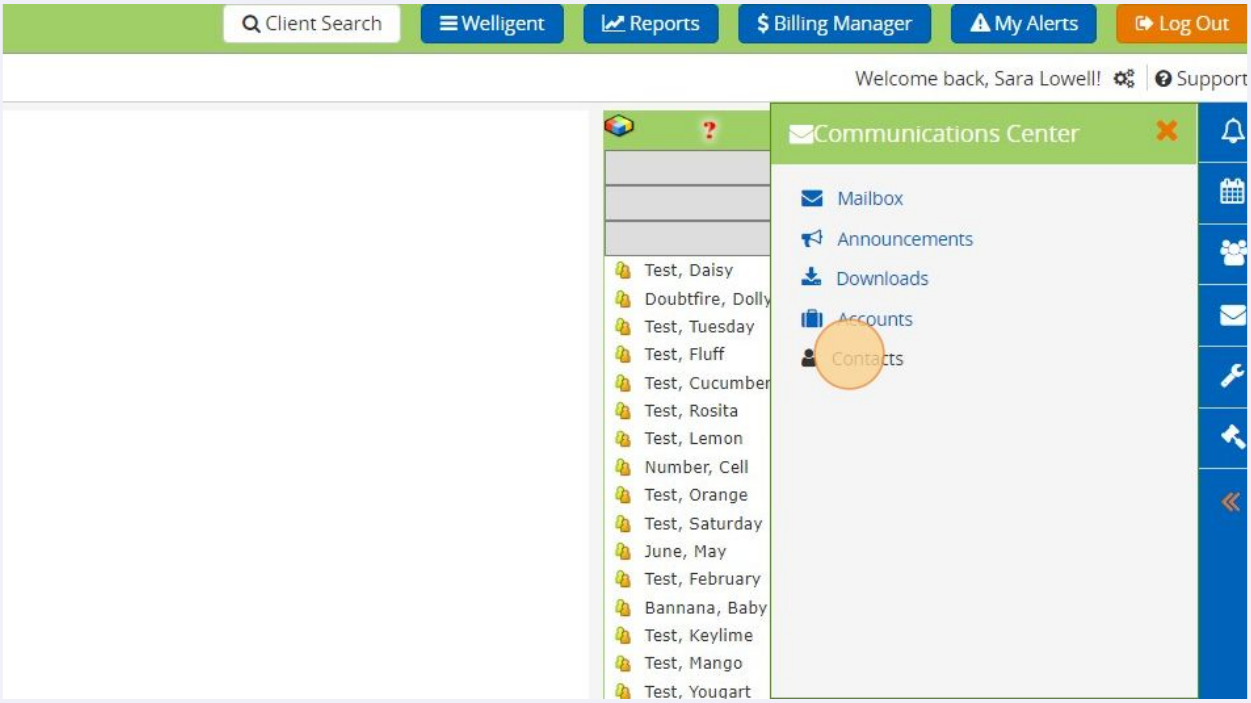
# Contact Manager - Entering a New Contact

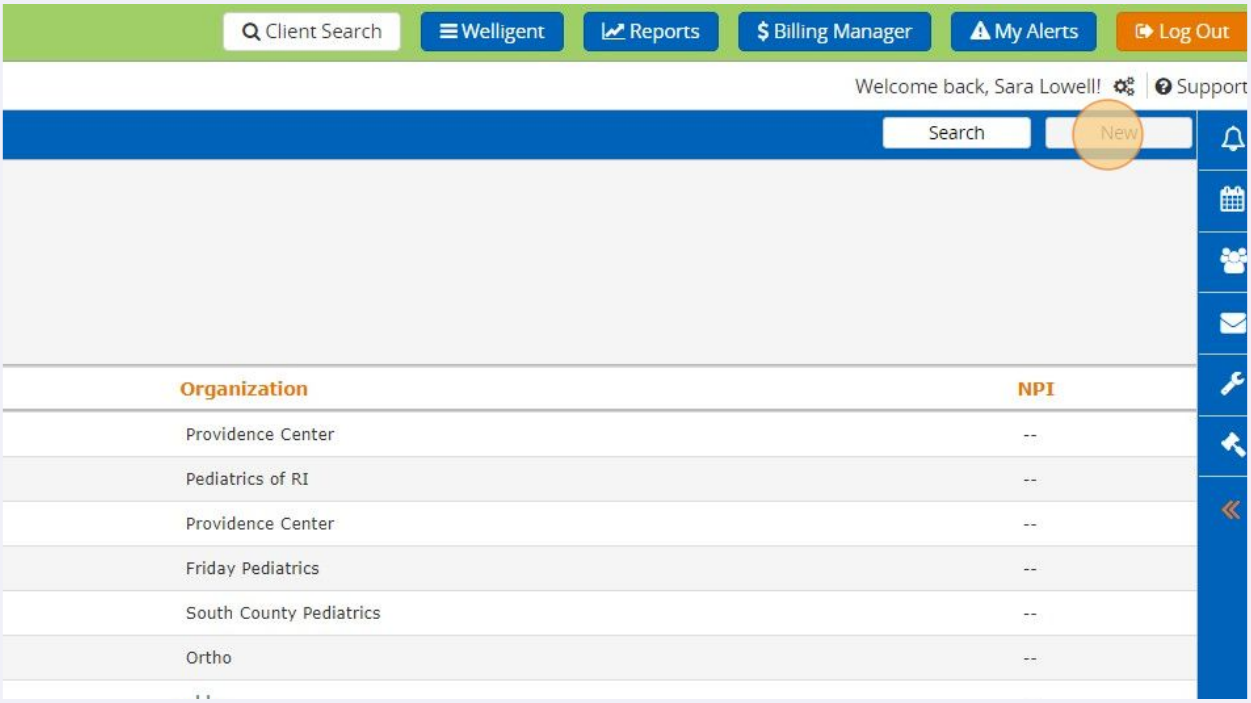
1 Click on Communications Center (envelope icon)



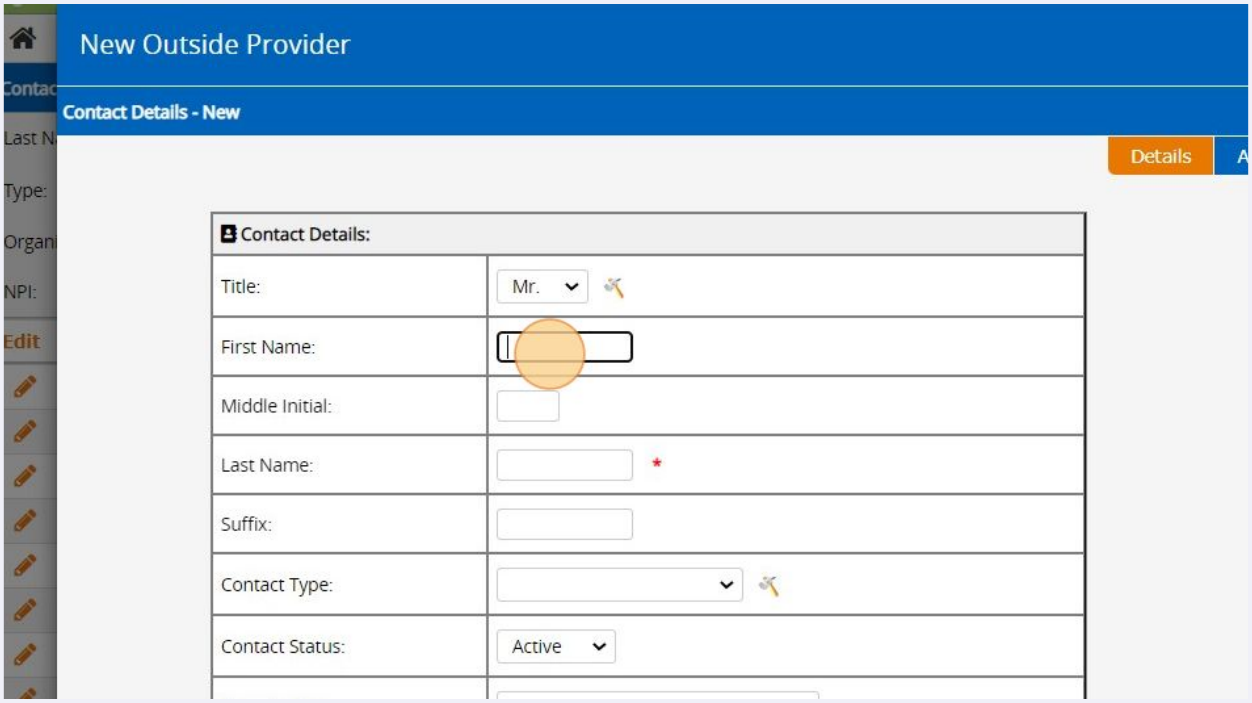
## 2 Click "Contacts"



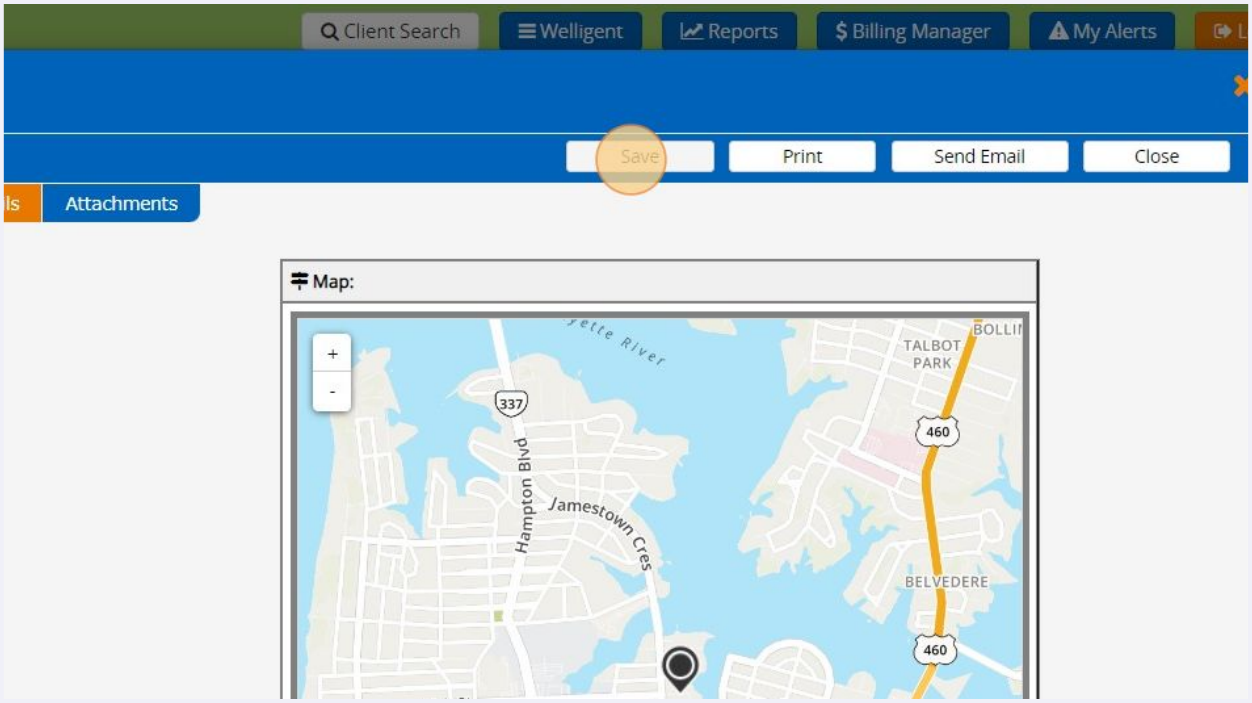
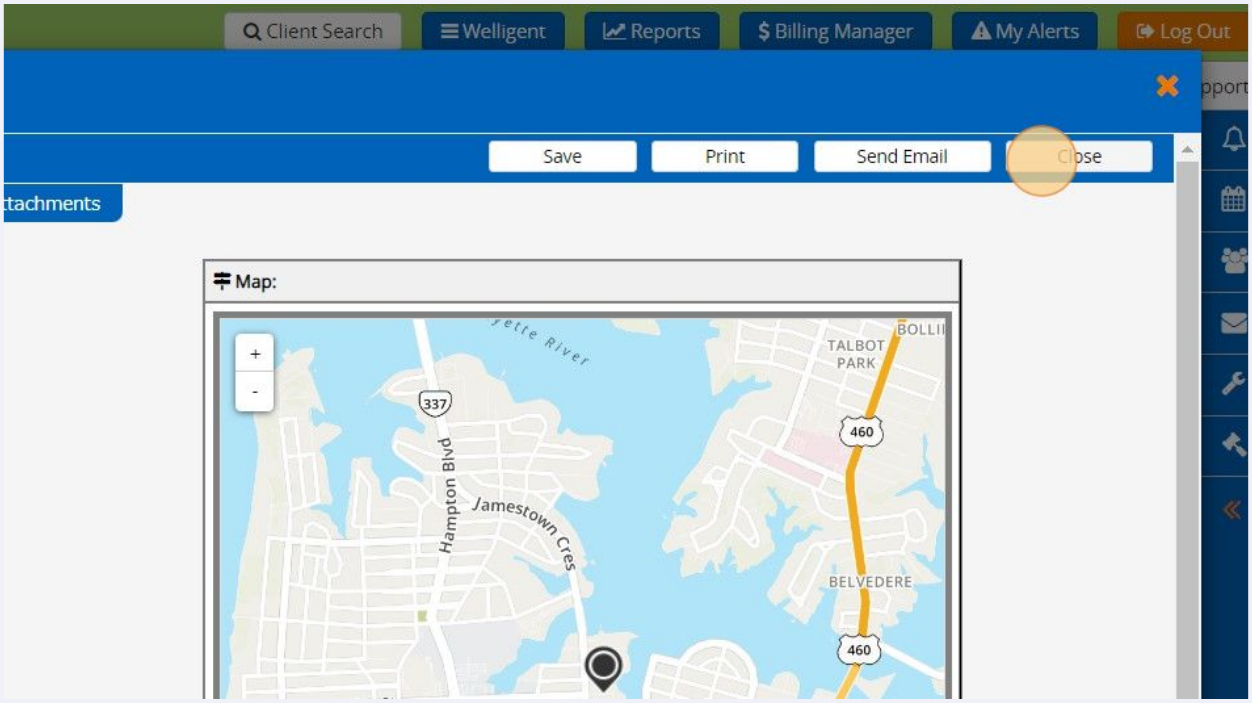

## 3 Click "New" to add a new contact



## 4 Enter Contact information




## 5 Click 'Save' to save the contact into Contact Manager



## 6 Click 'Close'