



# Creating, Managing, and Using Contacts

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## GotMail?

### Introduction

This document is for those who wish to utilize the Contacts features of **GotMail?** to create and manage email addresses and contact information. **GotMail?** Contacts is capable of storing a lot of information for each entry, including Home, Business, and Alternate email addresses, and Notes. Contacts can also be assigned to “Groups” that allow segregating contacts by categories. As the service is available from any browser, the contacts information is always handy.

This document is divided into the following sections:

- Creating a new Contact
- Adding a Contact from a message
- Crating and Managing Contact Groups
- Using and Managing Contacts



Figure 1. **GotMail?** Login page

### Creating a new contact in **GotMail?**

1. Log into **GotMail?** at <http://gotmail.njcu.edu>. (figure 1).
2. Click on the **Contacts** link at the top of most pages throughout the system. The link is circled in figure 1, from the top of the **GotMail?** Inbox page.

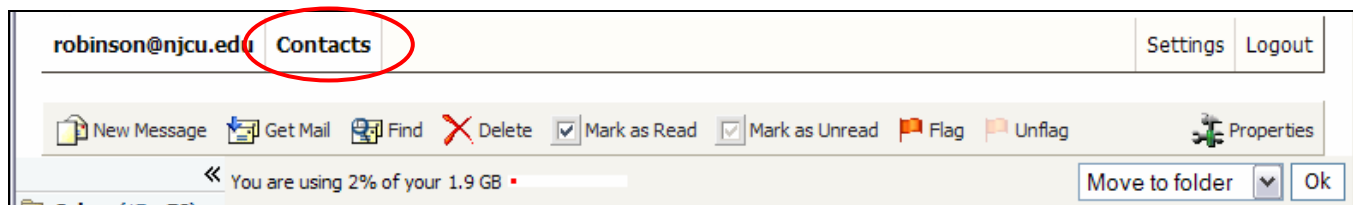


Figure 2: **GotMail?** Inbox page toolbar section.

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- 3. Click on the New Contact button on bottom of the Contacts page, at the end of the email addresses list (figure 2, circled). Viewing the button may require scrolling down the Contacts page.

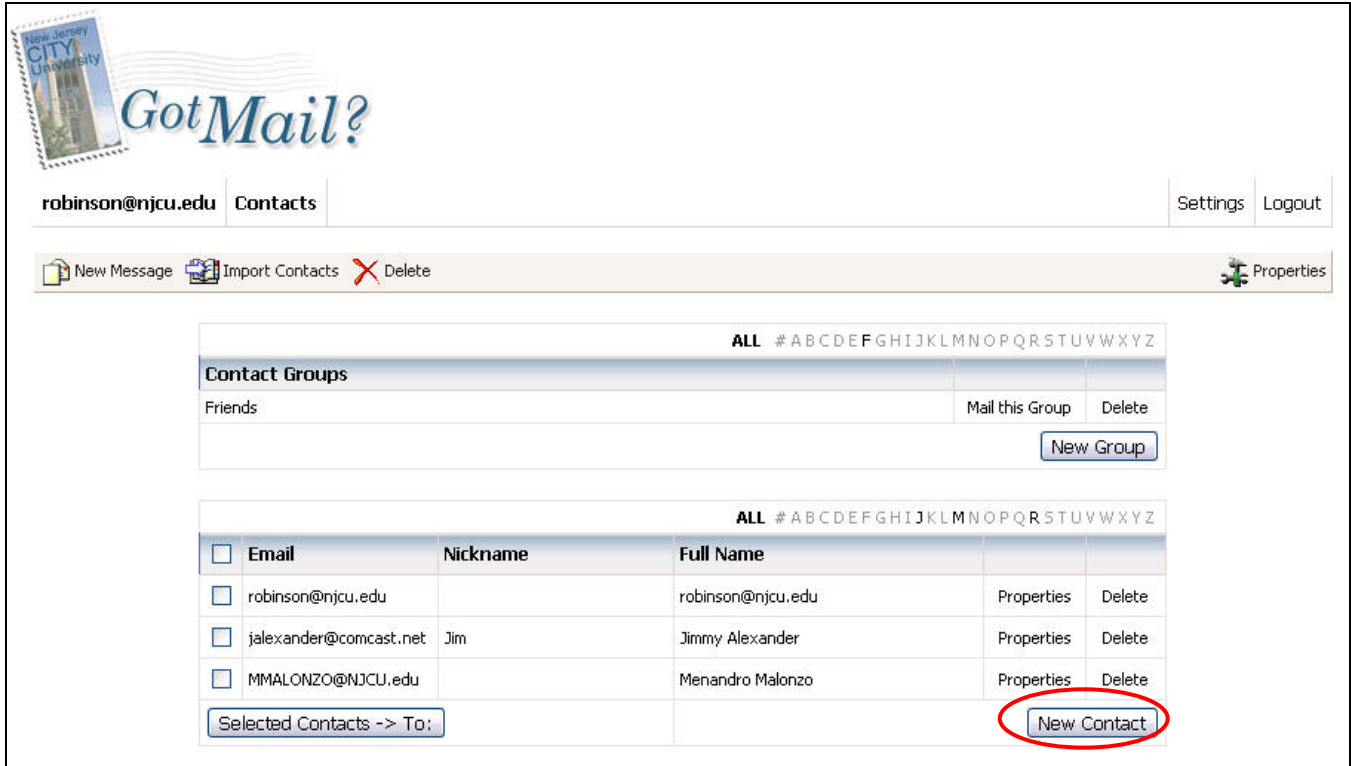


Figure 2: Contacts Management page.

- 4. Enter in a Nickname, Title (Mr., Ms., Dr., etc.), Full Name, and Birthday in the Name tab of the Contact form page, as shown in figure 3. Leave the input box “Default E-mail:” as “not specified yet” for the moment.

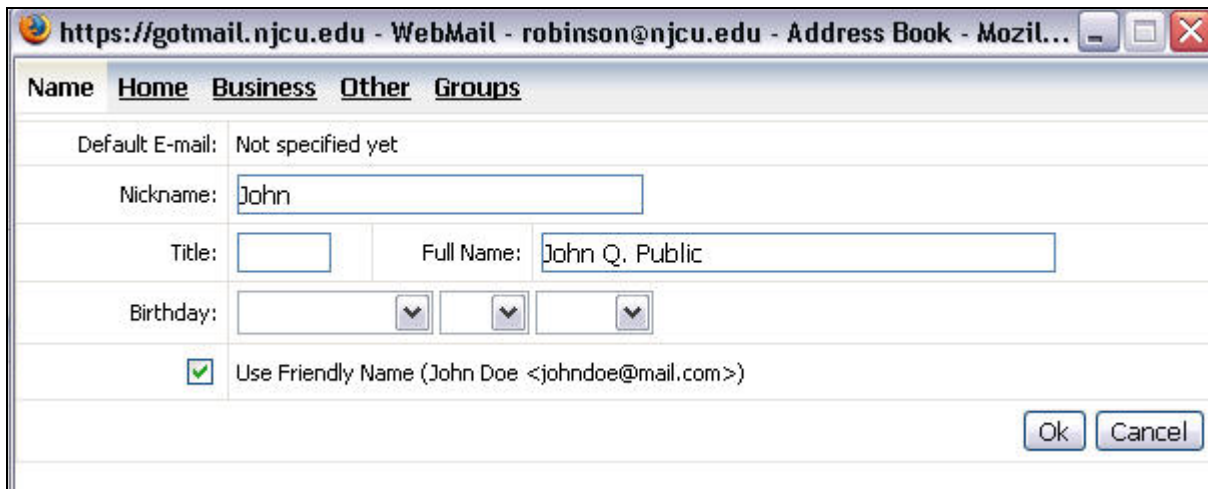


Figure 3: Contact form page showing Name tab information.

*Only the Full Name or Nickname field is required. The rest of this information may be left blank.*

5. Click the “Home” tab on the Contact form and enter the contact’s personal email address and other personal information, as desired (figure 4).

Name	Home	Business	Other	Groups
Personal E-mail:	<input type="text" value="jqpublic987@hotmail.com"/>			
Street Address:	<input type="text"/>		Phone:	<input type="text"/>
			City:	<input type="text"/>
Fax:	<input type="text"/>	Mobile:	<input type="text"/>	
State/Province:	<input type="text"/>			
Zip Code:	<input type="text"/>			
Country/Region:	<input type="text"/>			
Web Page:	<input type="text"/>			<input type="button" value="Go"/>
				<input type="button" value="Ok"/> <input type="button" value="Cancel"/>

Figure 4: Contact form page showing Home tab information.

*No information is required on the Home page unless the contact’s personal email address is the only information that is being kept for this record. In that case the personal email address is required.*

6. Click the “Business” tab on the Contact form and enter the contact’s business email address and other business related information, as desired (figure 5).

Name	Home	Business	Other	Groups
Business E-mail:	<input type="text" value="jpublic23@njcu.edu"/>			
Company:	<input type="text" value="New Jersey City Univ"/>		Job Title:	<input type="text" value="Student"/>
Street Address:	<input type="text" value="2039 Kennedy Blvd"/>		Department:	<input type="text"/>
			Office:	<input type="text"/>
City:	<input type="text" value="Jersey City"/>		Phone:	<input type="text"/>
State/Province:	<input type="text" value="NJ"/>		Fax:	<input type="text"/>
Zip Code:	<input type="text" value="07305"/>		Pager:	<input type="text"/>
Country/Region:	<input type="text"/>			
Web Page:	<input type="text"/>			<input type="button" value="Go"/>
				<input type="button" value="Ok"/> <input type="button" value="Cancel"/>

Figure 5: Contact form page showing Business tab information.

*No information is required on the Business page unless the contact's business email address is the only information that is being kept for this record. In that case the business email address is required.*

7. Click the “Other” tab on the Contact form and enter the contact's alternate email address and additional notes on this contact, as desired (figure 6).

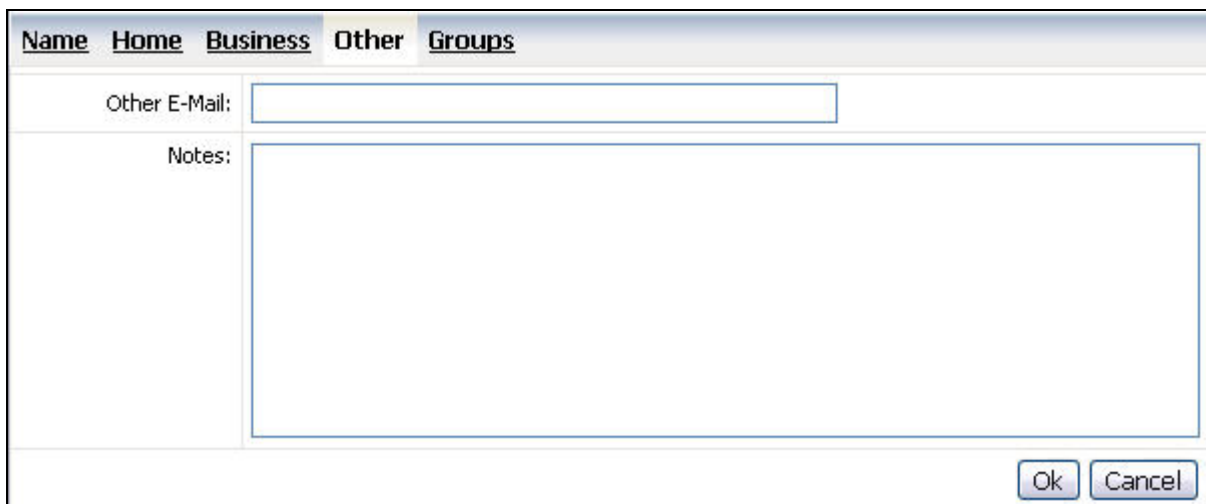
The image shows a software interface for a contact form. At the top, there are five tabs: 'Name', 'Home', 'Business', 'Other', and 'Groups'. The 'Other' tab is currently selected and highlighted. Below the tabs, there are two main input areas. The first is labeled 'Other E-Mail:' and contains a single-line text input field. The second is labeled 'Notes:' and contains a larger, multi-line text input area. At the bottom right of the form, there are two buttons: 'Ok' and 'Cancel'.

Figure 6: Contact form page showing Other tab information.

*No information is required on the Other page unless the contact's alternate email address is the only information that is being kept for this record. In that case the alternate email address is required.*

8. [Optional] Click the “Groups” tab on the Contact form and check addition groups that this contact may belong to, as necessary (figure 7).

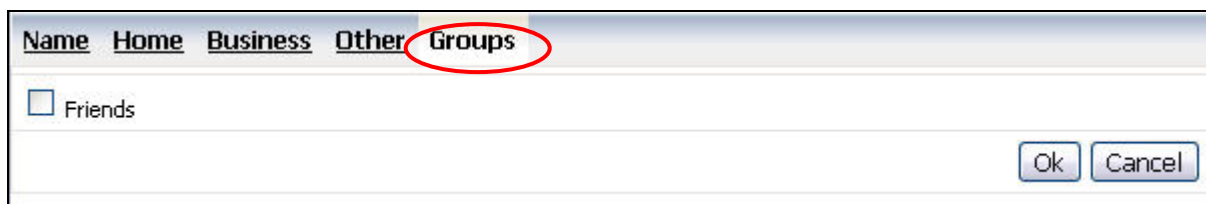
The image shows the same contact form interface as Figure 6, but with the 'Groups' tab selected and highlighted. The 'Groups' tab label is circled in red. Below the tabs, there is a single checkbox labeled 'Friends', which is currently unchecked. At the bottom right, the 'Ok' and 'Cancel' buttons are visible.

Figure 7: Contact form page showing Group tab information.

*Each contact can belong to as many groups as necessary. Groups can be used to separate contacts into various categories, such as “Friends”, as in figure 7. It can also be used to create personal contact lists. More on using Groups can be found in it's own section, below.*

9. Now that all email addresses for this contact have been entered, click on the Name tab on the Contact form toolbar to return to that information page of the form (figure 7, above, circled).

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10. Finally, click the down arrow of the drop-down input box for “Default E-mail:” and select the default email address for this contact (figure 8, noted in square outline).

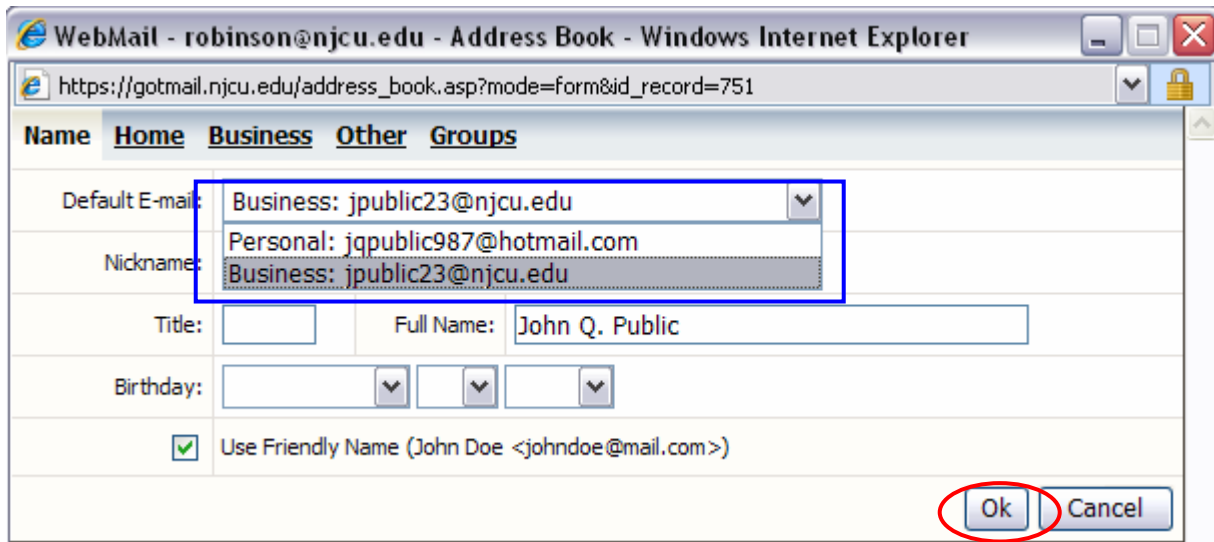


Figure 8: Contact form Name tab showing Default Email Address dropdown menu.

11. Click the OK button to return to the *GotMail?* Inbox folder page (figure 8, above, circled, lower right corner).

You can continue using the email system. (Hint: Click the Check Mail button on the *GotMail?* Inbox folder page toolbar to check for new mail.) To exit *GotMail?*, click on the “Log Out” button *available on all pages*.

To exit *GotMail?*, click on the “Log Out” button *available on all pages*.

### Adding a *GotMail?* Contact from a Message

Contacts can also be added to the *GotMail?* address book directly from a received email message. To do so, follow these steps:

<p>1. Login to <i>GotMail?</i>, if not already logged in.</p>	<p>Figure 9. Login page.</p>
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2. Open the email message of a sender to add to the Contacts list. To read a message click on the sender’s address (From) or the Subject (figure 10).

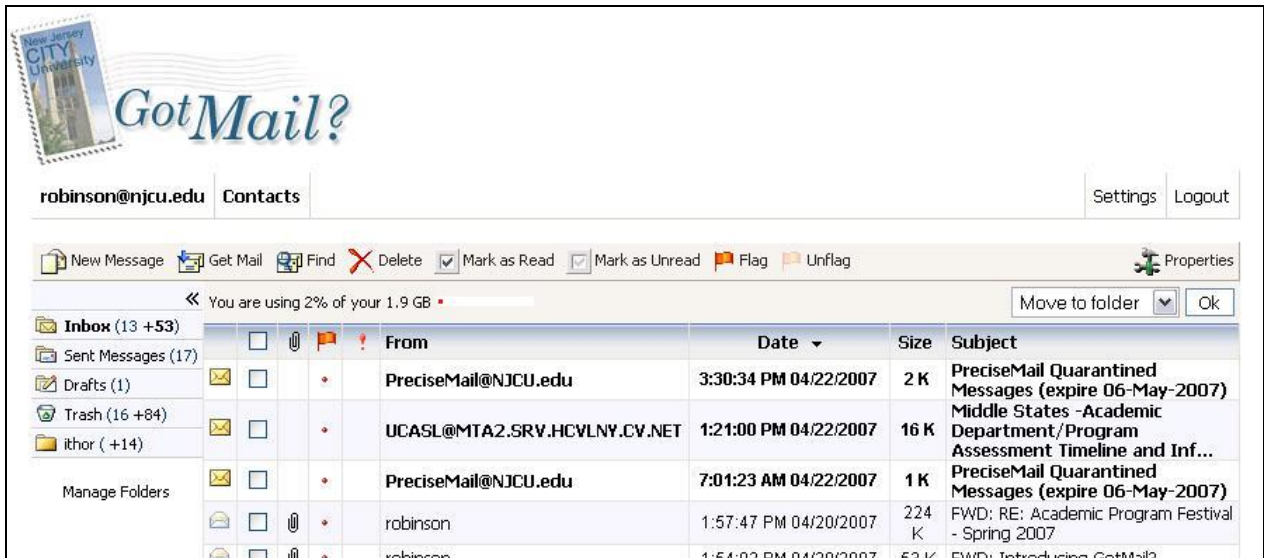


Figure 10. Inbox Index page.

3. Click on the right arrow (➡) located to the right, on the From: line (figure 11, circled). This action will pop up the Contacts form Name page (figure 12).



Figure 11. Top of the message page showing toolbars and part of the header information.

Information on the Name page is pulled from whatever information is available from the message. In this example, a business email address and the Full Name of the sender were taken from the message.

**NOTE:** *GotMail?* enters the address information from the message into the *Home* (Personal) address page by default and sets this address as the default email address (circled). In this example, the address is actually a business address, so it will have to be moved to the correct address page.

4. [Optional] Enter Name information for this contact (Nickname, Title, Birthday), and then click the *Home* tab.

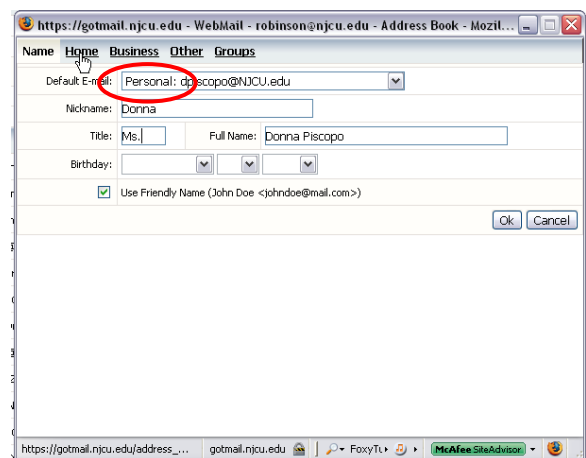


Figure 12. Contact form Name page.

- 5. On the Contact form Home page (figure 13), highlight the contact's email address.
- 6. Shortcut (right-click) the highlighted address and select Cut from the context menu. (This step can also be accomplished using the keyboard shortcut, Ctrl-X.)
- 7. [Optional] Enter the remaining personal information for this contact, if known.
- 8. Click the *Business* tab.

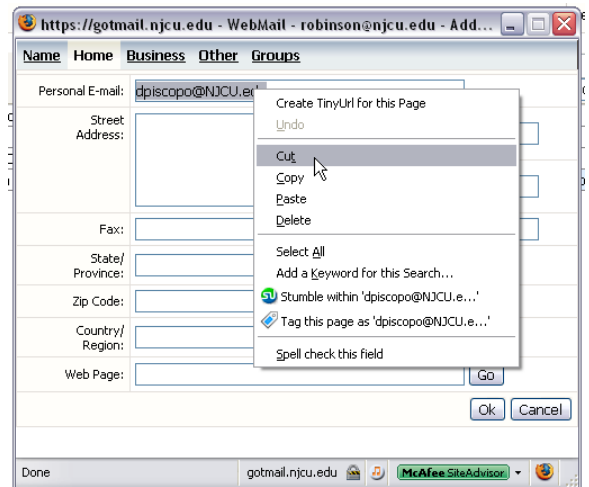


Figure 13. Contact form Home page showing context menu.

- 9. On the Contact form Business page, shortcut (right-click) the empty address box and select Paste from the context menu (figure 14).
- Hint: This step can also be accomplished using the keyboard shortcut, Ctrl-V.*
- 10. [Optional] Enter the remaining business information for this contact, if known.
  - 11. [Optional] Click the *Other* tab and enter an alternate email address for this contact.
  - 12. Click the *Name* tab.

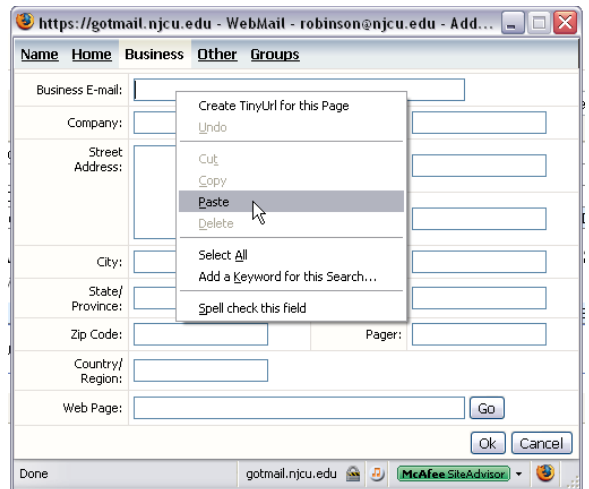


Figure 14. Contact form Business page showing context menu.

- 13. The Default Email box on the Contact form Name page now shows that the default email address is from the *Business* page (figure 15, circled).
- The *Default Email* address is used whenever this contact is selected from the Contacts menu by clicking the contact name.
- 14. Click the OK button to close the Contact form, save the new contact information, and return to the *GotMail? Inbox*.

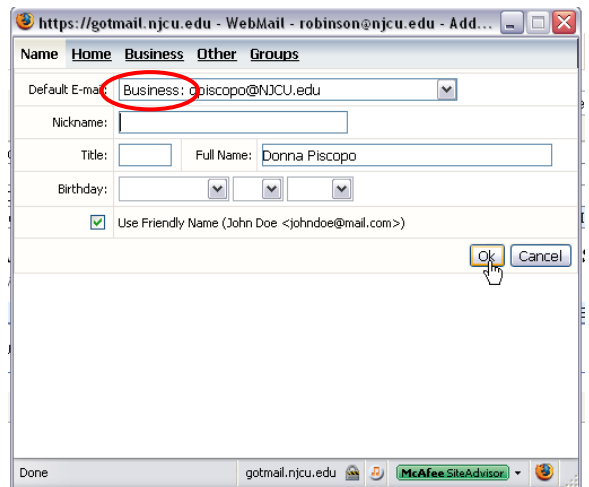


Figure 15. Contact form Name page showing new default.

## Adding **GotMail?** Contacts from Outlook

Procedures for this process are covered separately. Please refer to the document titled “Importing Contacts from Outlook”, located in the ITS website support page.

To exit **GotMail?**, click on the “Log Out” button available on all pages.

## Creating and Managing **GotMail?** Contact Groups

As noted in the section on creating contacts, each contact can be assigned to one or more contact groups in **GotMail?** The Groups list is displayed at the top of the Contacts page (figure 16). By default, all members of all groups are shown on the contacts page. This is indicated by the “All” in the Groups section in bold face (circled, middle of graphic) Members of each group can be displayed separately by clicking the name of the group in the Group section of the Contacts page.

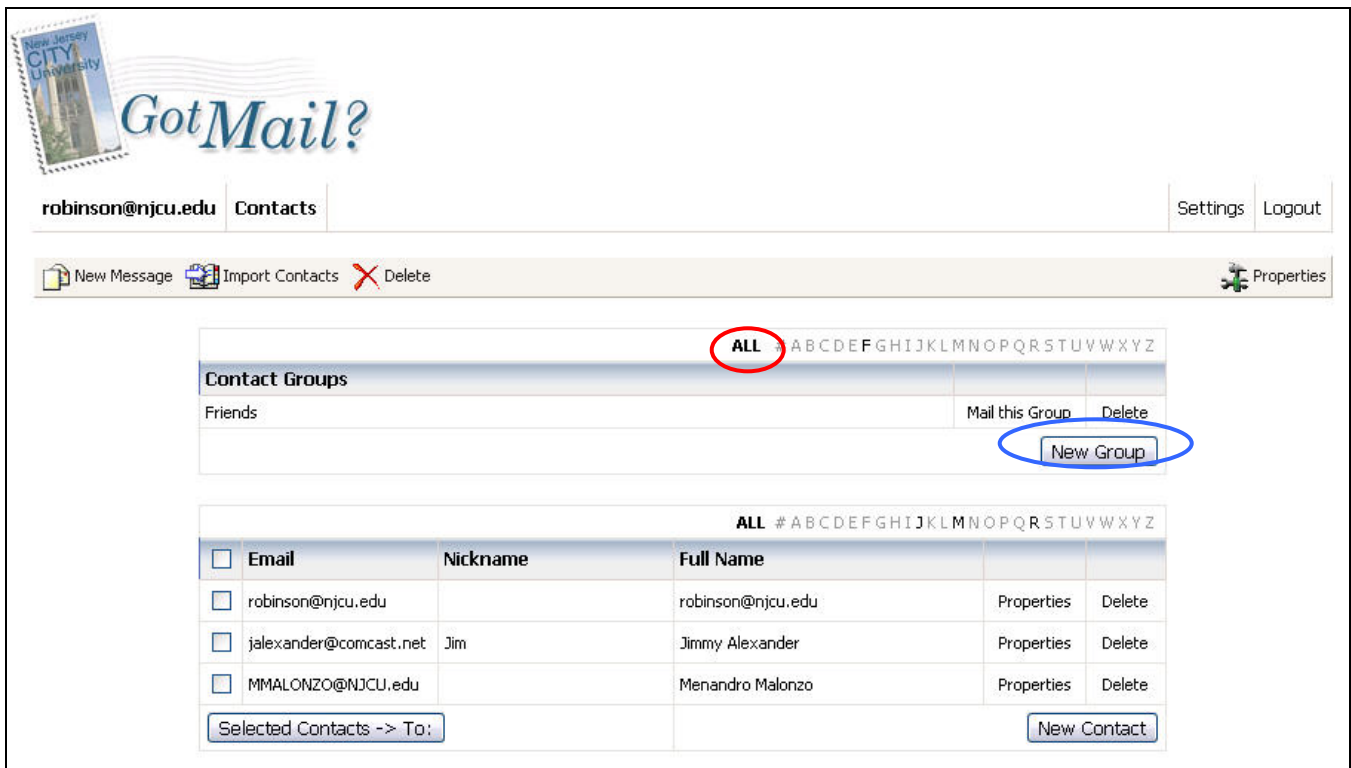


Figure 16: Contacts page.

To create a new Group,

1. Click the **New Group** button (circled above, on right). This will bring up the New Group dialog page (figure 17, next page).

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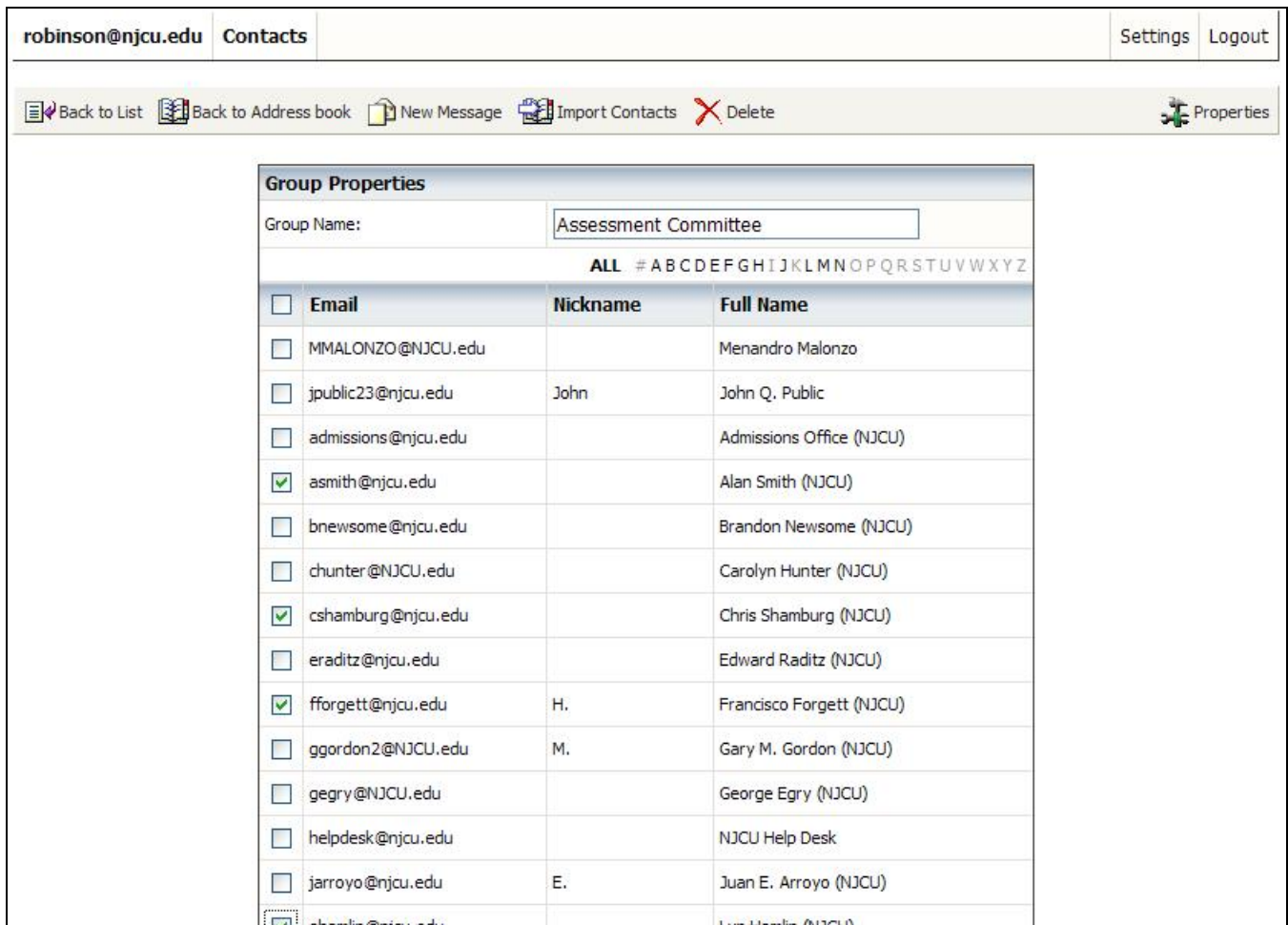



Figure 17: New Group page.

2. Enter a unique Group Name. This example is creating a group called “Assessment Committee”.
3. Click the Checkbox next to Email address for each contact that is to be included in this group.
4. Click the  button at the bottom of the page. The new group will be added to the Group section of the Contacts page (figure 18, next page).

To delete a group, click on the Delete link on the line of the group.

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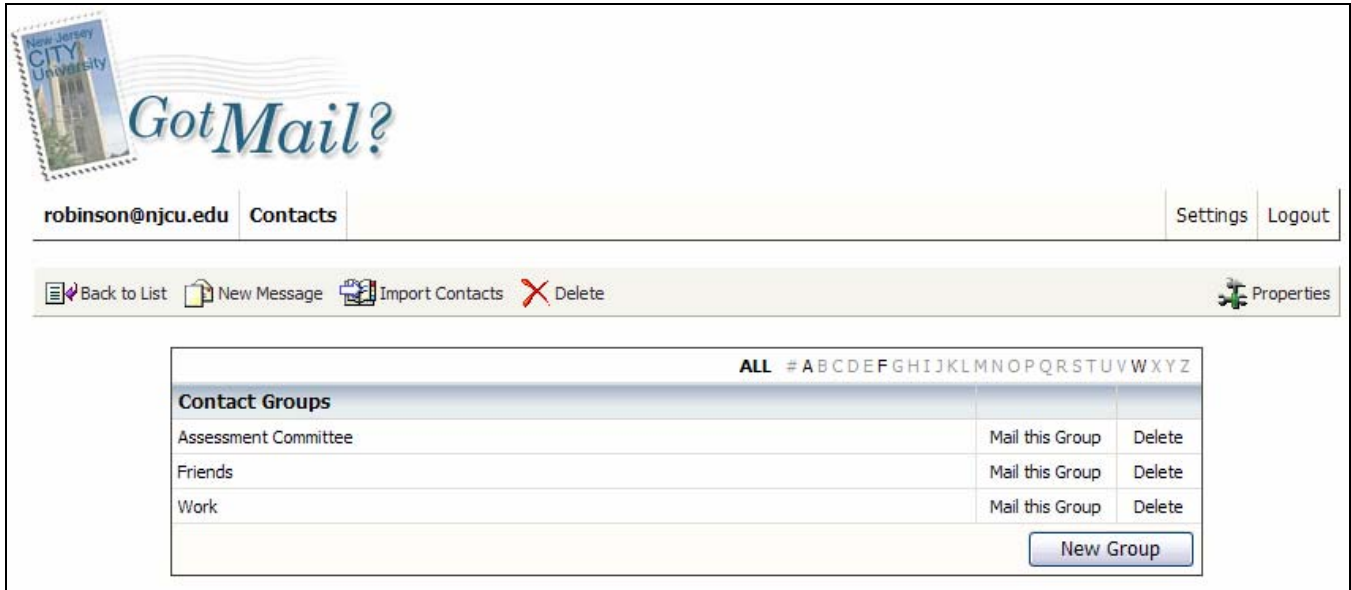


Figure 18: Top of Contacts page with new group showing.

Clicking on the Group Name will display the Group Management page, which lists all contacts with checkboxes showing members checked off. *To add/remove members* check or uncheck these boxes.

**Note:** You can also assign contacts to a specific group from the Groups page of the Contacts form, while creating or managing a contact, as discussed in the section on creating a new contact, above.

*To return to the Inbox folder*, click “Back to List” button.

To exit *GotMail?*, click on the “Log Out” button *available on all pages*.

### Using *GotMail?* Contacts

Click the Contacts link to send a message to contacts and groups.

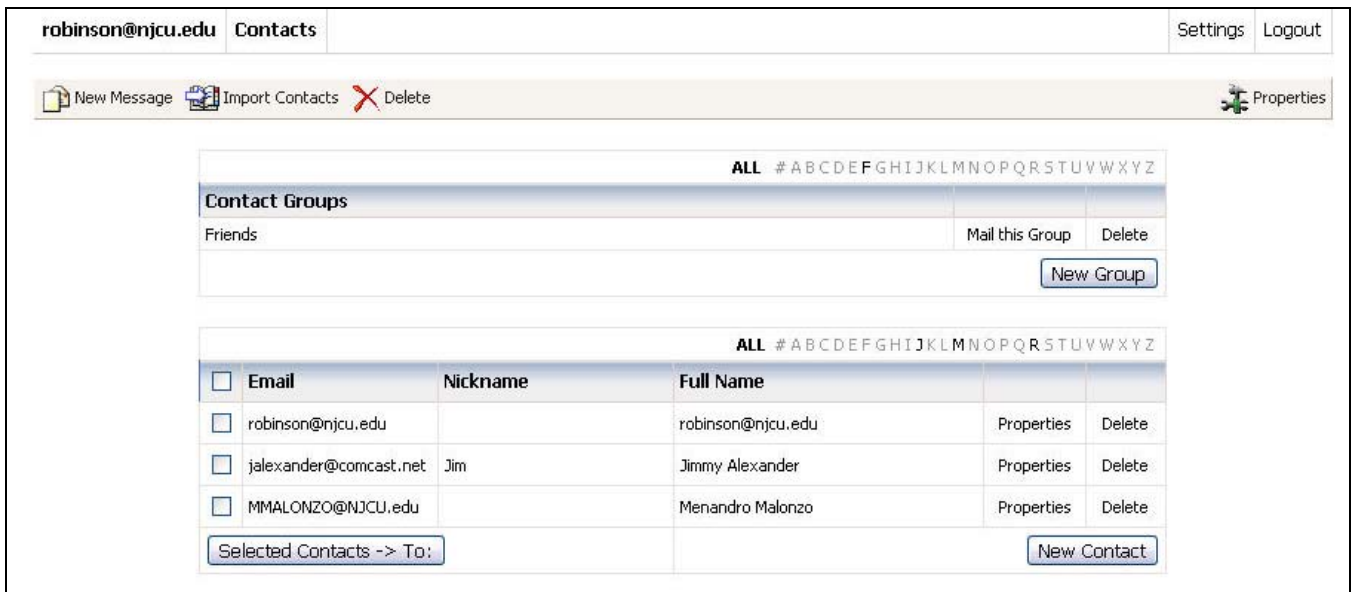


Figure 19: Top of Contacts page showing groups and contacts.

Refer to figure 19, at the bottom of page 10, for the following instructions:

*To send a message to a predefined group*, click the “Mail this Group” link for that group.

*To send a message to an individual contact*, click on the contact’s email address.

*To send to an adhoc group of contacts*, click the checkbox next to each contact to be included and then click the “Selected Contacts -> To:” button.

*To delete an individual contact or group*, Click the “Delete” link on the same line as the group or contact.

*To delete a group of contacts*, check each box next to a contact to be deleted and then click the “Delete” button on the Contact page tool bar.

To exit **GotMail?**, click on the “Log Out” button *available on all pages*.

## Help & Related **GotMail?** Documentation

For help or additional information regarding using **GotMail?** Contacts, please email the university Help Desk at [helpdesk@njcu.edu](mailto:helpdesk@njcu.edu). Send comments and suggestions regarding this document to [comments@njcu.edu](mailto:comments@njcu.edu).

Additional **GotMail?** documentation can be found on the ITS website Support page, <http://www.njcu.edu/dept/its/support.html#webmail>