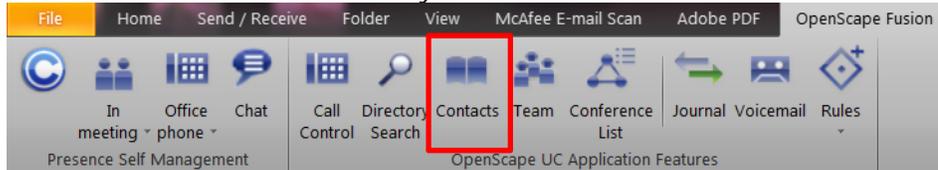


## Contacts List

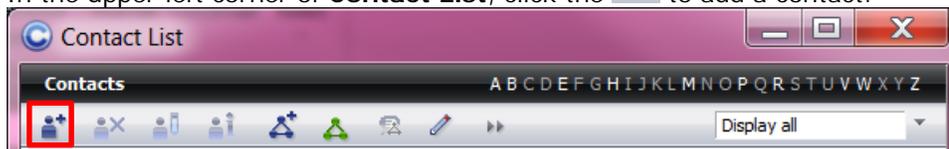
The following will give you step-by-step instructions for adding a contact to your contact list. You can add someone within the Commonwealth or an outside contact.

### Add Contact within Commonwealth

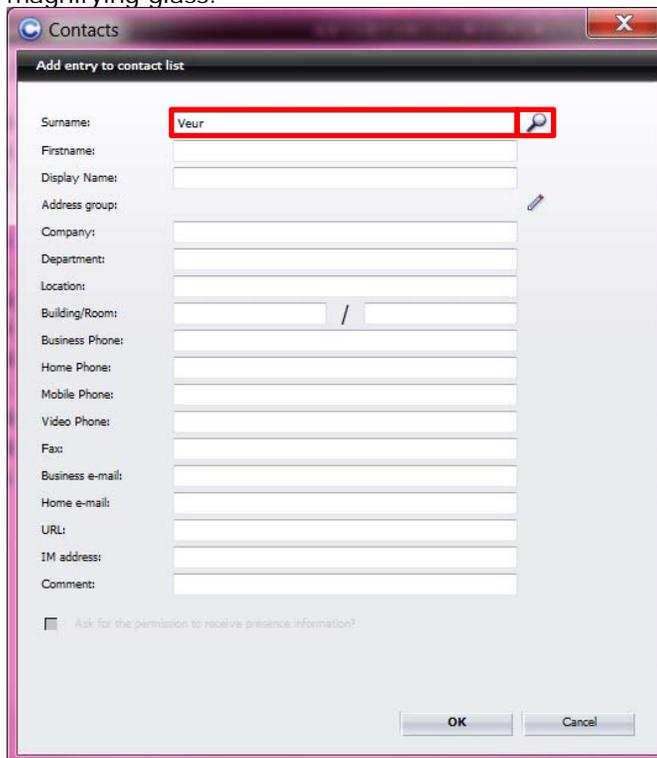
1. Click on the **Contacts** icon within your Fusion toolbar.



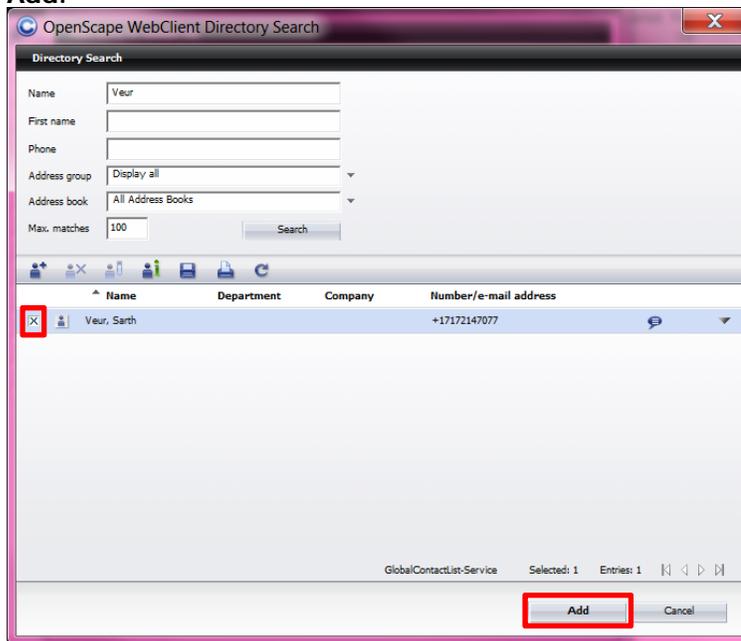
2. In the upper left corner of **Contact List**, click the  to add a contact.



3. Type the last name of the person you would like to add in the **Surname:** box. Click the magnifying glass.

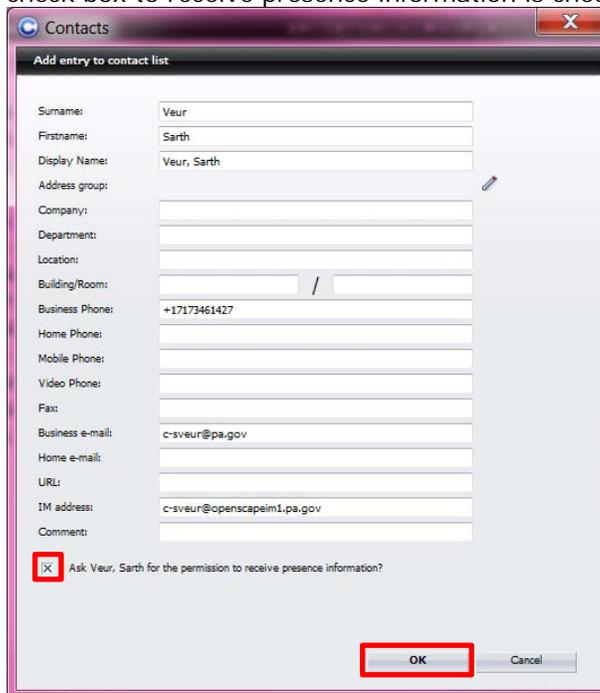
A screenshot of the 'Add entry to contact list' dialog box. The dialog has a title bar with 'Contacts' and a close button. The main area is titled 'Add entry to contact list'. It contains several input fields: 'Surname:' (with 'Veur' entered and a magnifying glass icon to its right, highlighted by a red box), 'Firstname:', 'Display Name:', 'Address group:', 'Company:', 'Department:', 'Location:', 'Building/Room:', 'Business Phone:', 'Home Phone:', 'Mobile Phone:', 'Video Phone:', 'Fax:', 'Business e-mail:', 'Home e-mail:', 'URL:', 'IM address:', and 'Comment:'. At the bottom, there is a checkbox labeled 'Ask for the permission to receive presence information?' and two buttons: 'OK' and 'Cancel'.

- When the **Directory Search** box appears, put a check box next to the name of the person you would like to add. If there are two entries, always check the one with the  icon. Click **Add**.



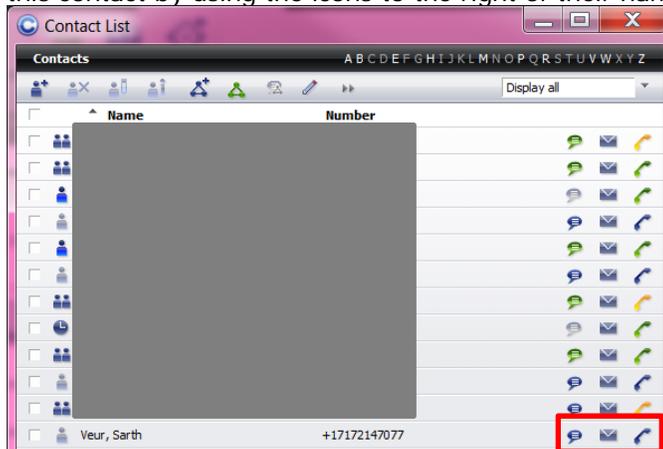
The screenshot shows the 'OpenScope WebClient Directory Search' window. It has a search form with fields for Name, First name, Phone, Address group, Address book, and Max. matches. Below the form is a table with columns: Name, Department, Company, and Number/e-mail address. One entry is visible: 'Veur, Sarth' with a person icon and the number '+17172147077'. A red box highlights the check box next to the name. At the bottom right, there are 'Add' and 'Cancel' buttons, with 'Add' highlighted by a red box.

- The rest of the **Add entry to contact list** form will automatically be filled in. Be sure the check box to receive presence information is checked then click **OK**.



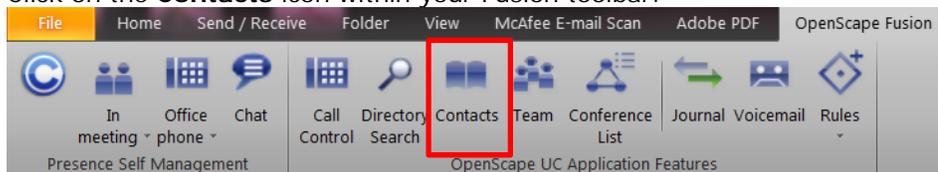
The screenshot shows the 'Contacts' window with the 'Add entry to contact list' form. The form is pre-filled with information from the search results: Surname: Veur, Firstname: Sarth, Display Name: Veur, Sarth, Business Phone: +17173461427, Business e-mail: c-sveur@pa.gov, and IM address: c-sveur@openscapem1.pa.gov. At the bottom, there is a checkbox labeled 'Ask Veur, Sarth for the permission to receive presence information?' which is checked. A red box highlights this checkbox. At the bottom right, there are 'OK' and 'Cancel' buttons, with 'OK' highlighted by a red box.

- The contact has now been added to your contact list. You may **IM**, **email**, or **Click to Call** this contact by using the icons to the right of their name.

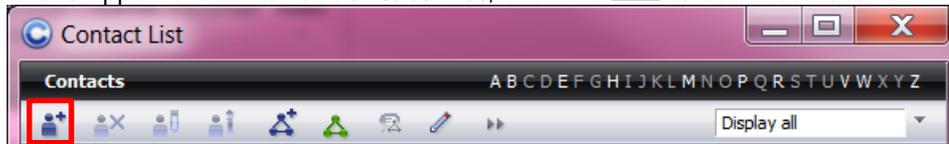


### Adding Outside Contact

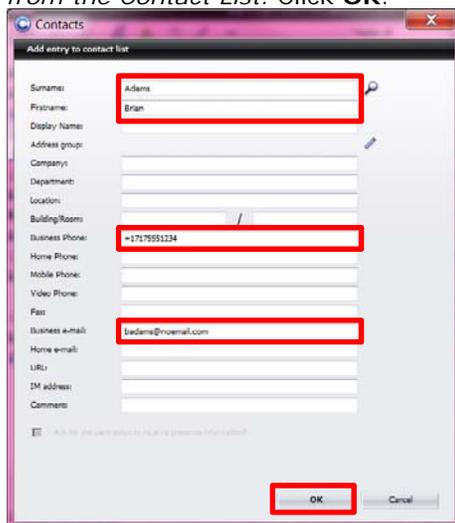
- Click on the **Contacts** icon within your Fusion toolbar.



- In the upper left corner of **Contact List**, click the  to add a contact.



- Type in all of your contact's information, such as Name, Telephone Number, and Email Address. *If you provide telephone number and email you will be able to email and Click to Call from the Contact List.* Click **OK**.



4. The contact has now been added to your contact list. You may **Email or Click to Call** this contact by using the icons to the right of their name.

