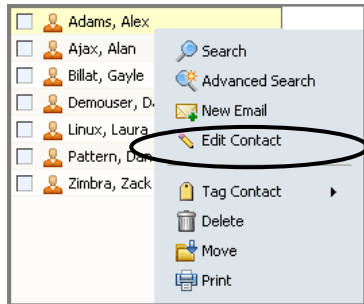


Editing Contact Information

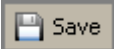
To open a contact for editing:

1. From the **Contacts** area, right-click the contact to be modified and choose **Edit Contact**.



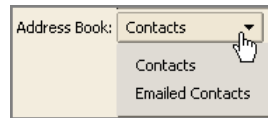
The **Edit Contact** form appears.

A screenshot of the 'Edit Contact' form for 'Ajax, Alan'. The form has a title bar with 'Save', 'Close', 'Print', 'Delete', and 'Lock' icons. Below the title bar are tabs for 'Personal', 'Work', 'Home', 'Other', and 'Notes'. The 'Personal' tab is active. Fields include: Last: Ajax, First: Alan, Middle: (empty), File As: Last, First (dropdown), Job Title: (empty), Company: (empty), Address Book: Contacts (dropdown). Below this is the 'Email and Instant Messaging' section with fields for Email: feedback@zimbra.com, Email 2: (empty), Email 3: (empty), and three IM Address fields (all set to None). At the bottom is the 'Add Photo' section with a photo placeholder and an 'Add New Photo' button.

2. In the **Edit Contact** form, make any changes.
3. Click  to commit your changes.

To move a contact to another address book:



1. From the **Contacts** area, right-click the contact to be modified and choose **Edit Contact**.
2. Select the address book where you want to move the contact using the **Address Book** drop-down menu.



3. Click  **Save**.

Deleting Contacts

Any contact lists you create can be deleted. Contacts can be deleted in one of three ways:

- From an address book, select the contact to be removed, and click  on the toolbar.
- Drag the contact name to the **Trash** folder.
- Right-click on the contact and select .

When contact names are deleted, they no longer appear in your address book and information is not available from the name tool tips for the address auto-completion or from the address search dialog in the email compose window.



If you delete a contact that was automatically added to your address book, the contact is moved to the Trash folder. You cannot add the name back to your address books until you delete the contact from the Trash folder.