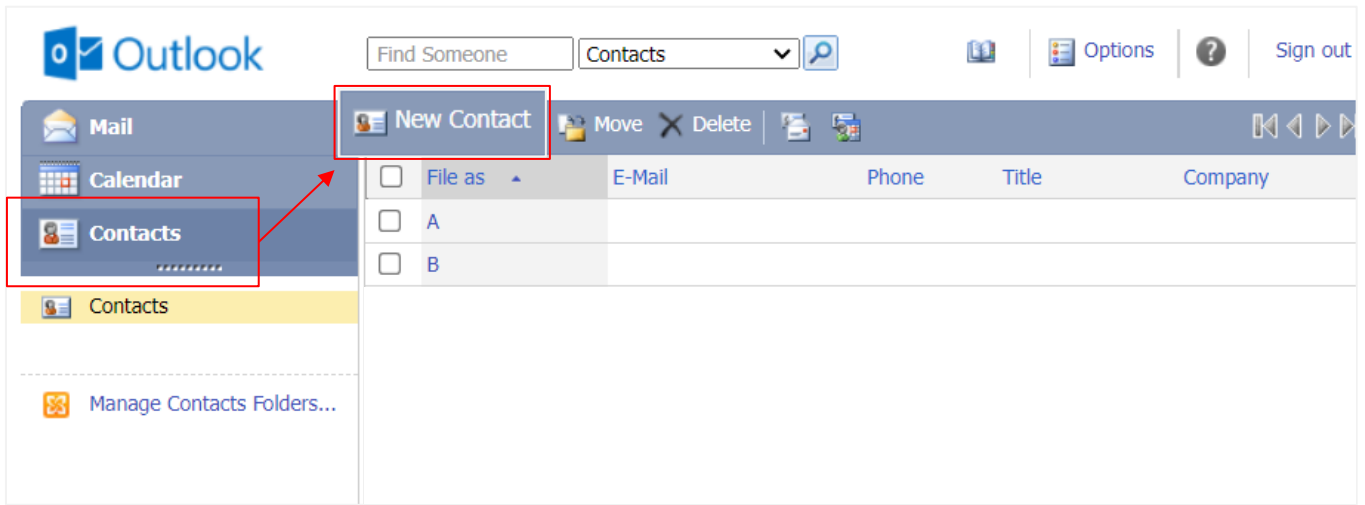


Add a new contact

1. Click the **【Contacts】** on the left-hand sidebar, click **【New Contact】** .



2. Fill in the contacts information such as the name and email, then click **【Save and Close】** to complete.

