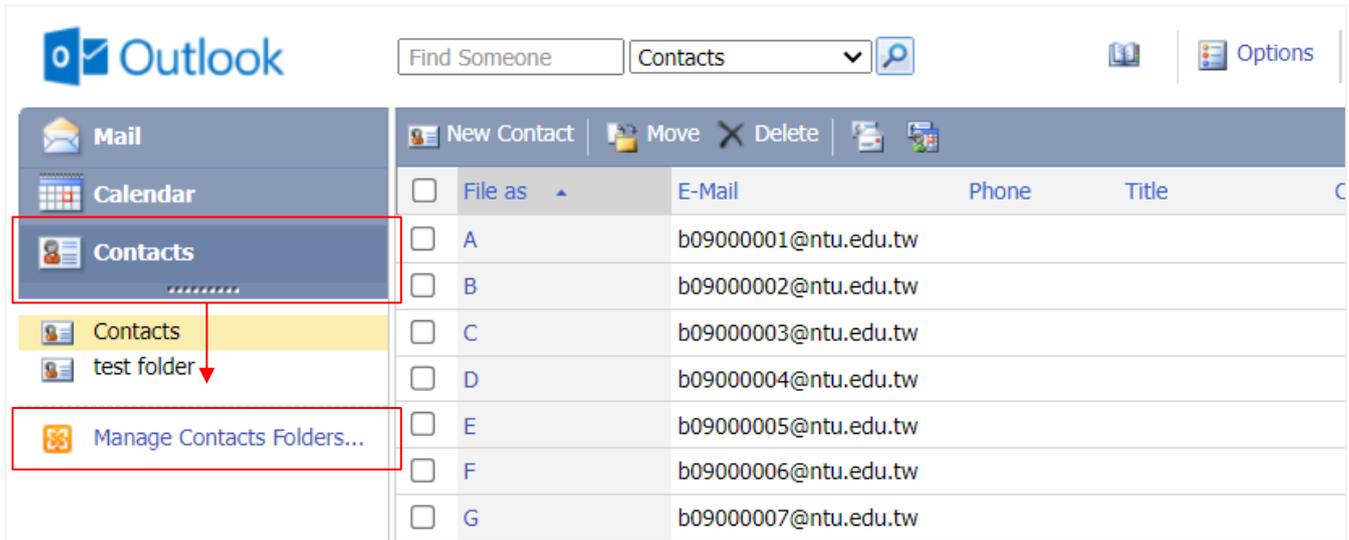
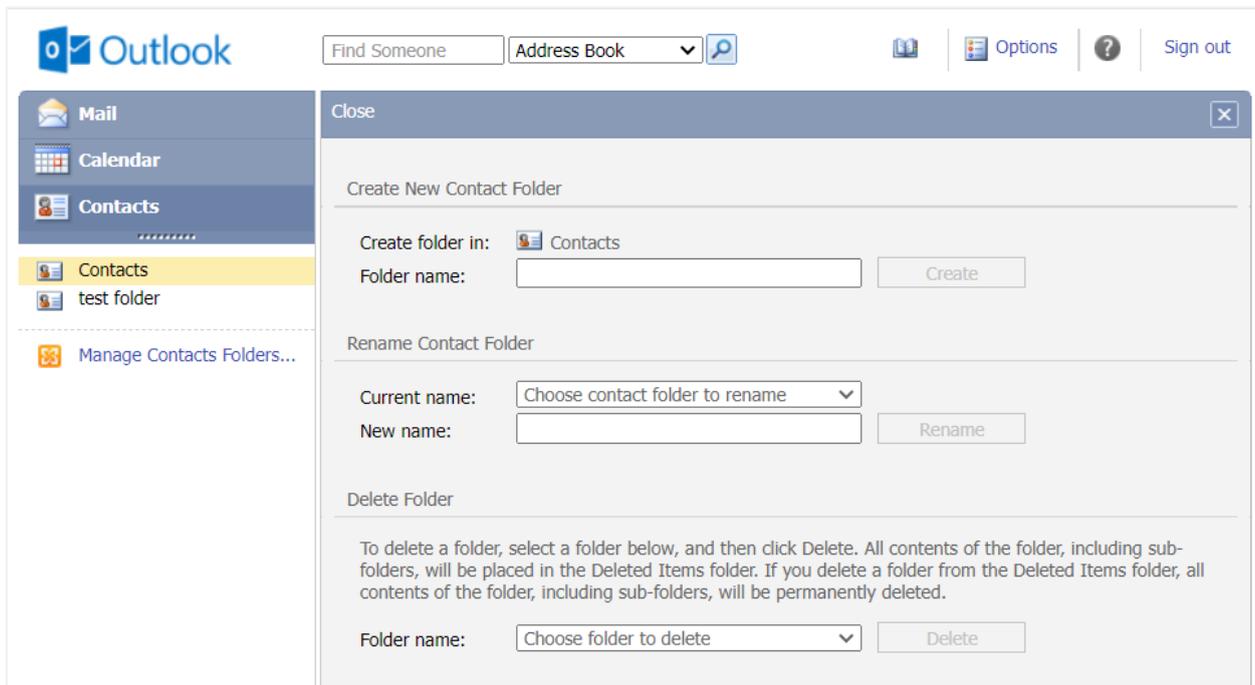


Manage contacts folder

1. Click **【Contacts】** → **【Manage Contacts Folders】** .

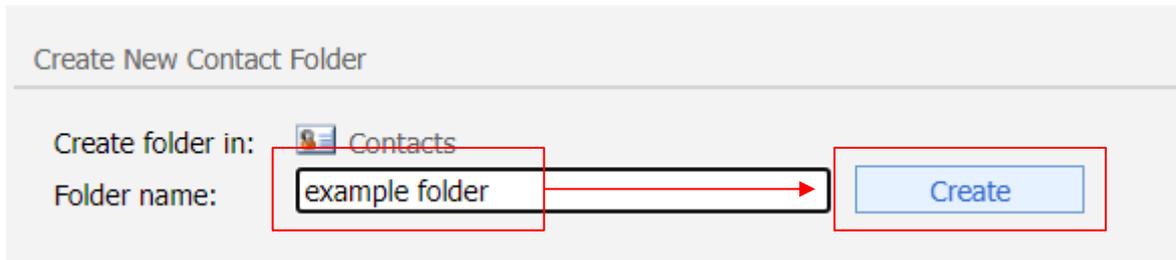


2. You can create, rename, or delete contact folders in here.



Create new contact folder :

1. Enter the folder name, click **【Create】** .

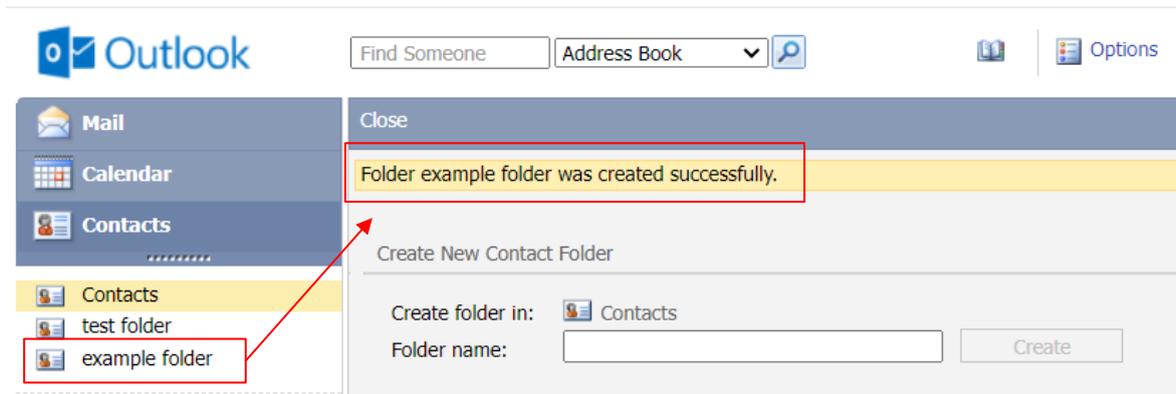


Create New Contact Folder

Create folder in:  Contacts

Folder name:

2. The folder was created successfully, and message will be displayed.



Outlook

Find Someone Address Book

Close

Folder example folder was created successfully.

Create New Contact Folder

Create folder in:  Contacts

Folder name:

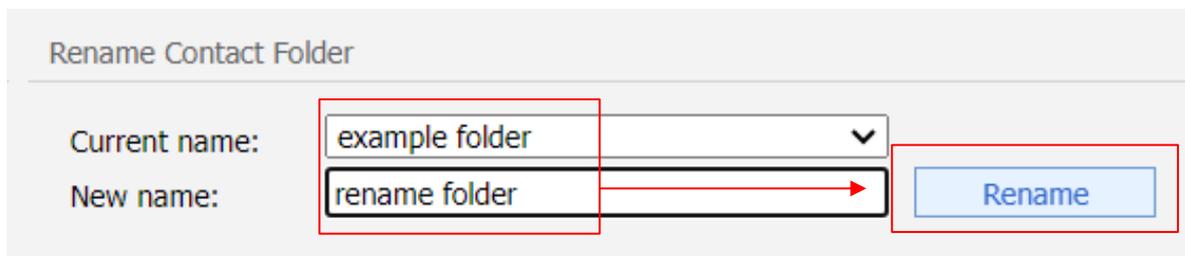
Contacts

test folder

example folder

Rename contact folder :

1. Select the folder, enter the **【New name】** , click **【Rename】** .

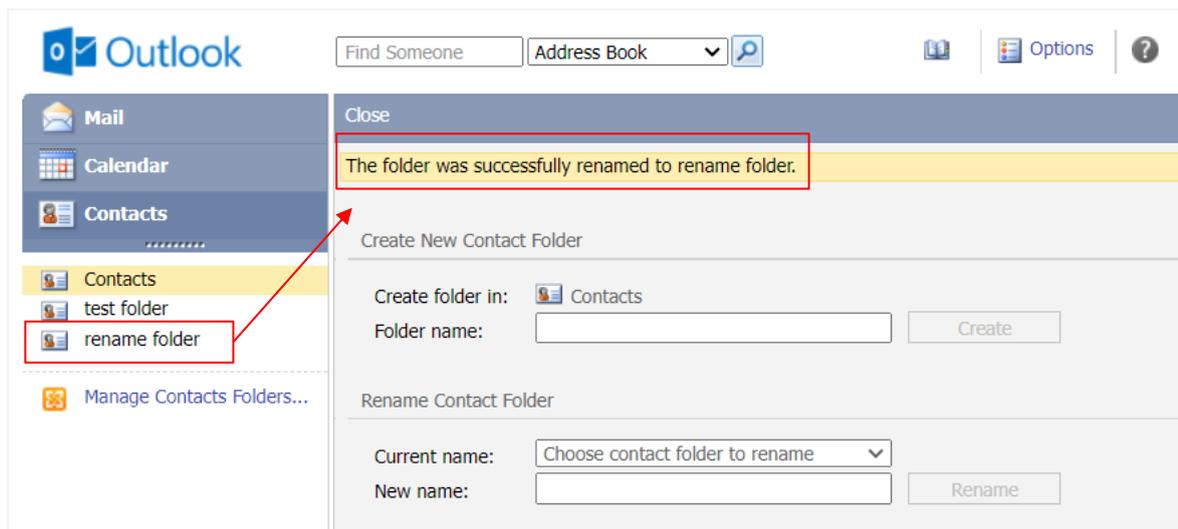


Rename Contact Folder

Current name:

New name:

2. The folder was renamed successfully, and message will be displayed.



Outlook

Find Someone Address Book

Close

The folder was successfully renamed to rename folder.

Create New Contact Folder

Create folder in:  Contacts

Folder name:

Rename Contact Folder

Current name:

New name:

Contacts

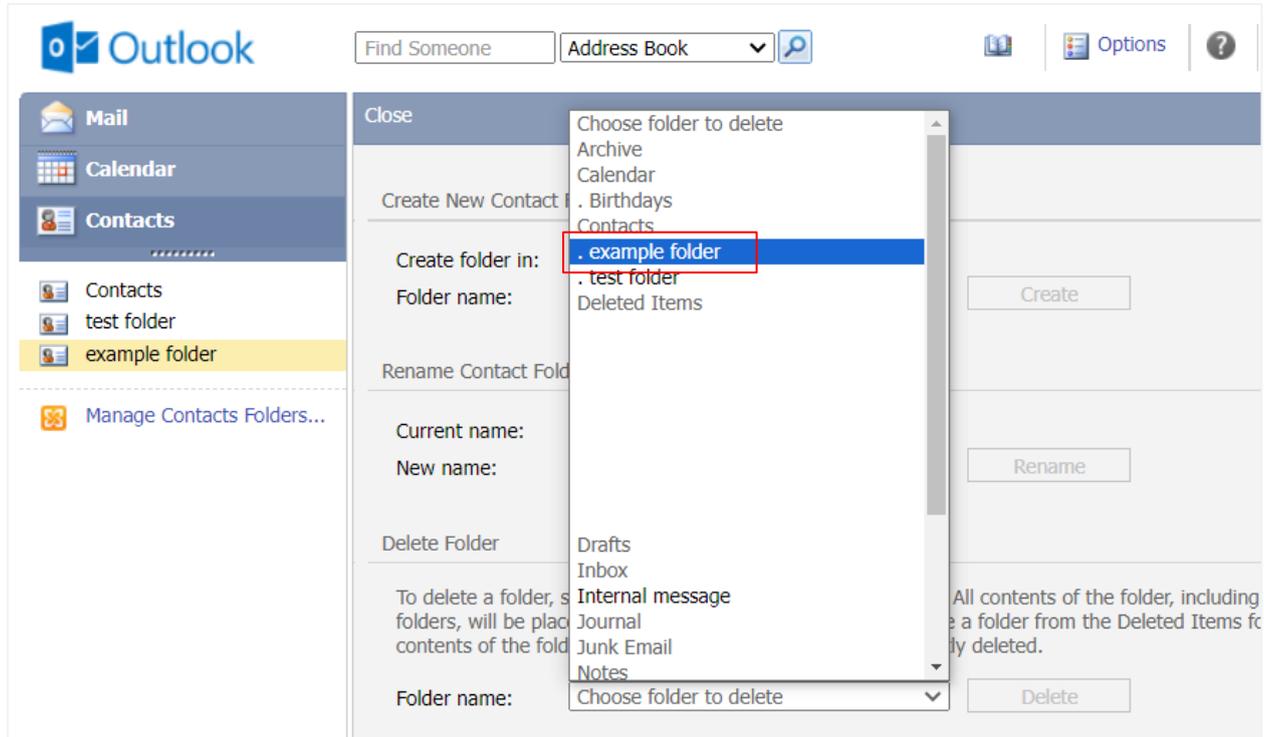
test folder

rename folder

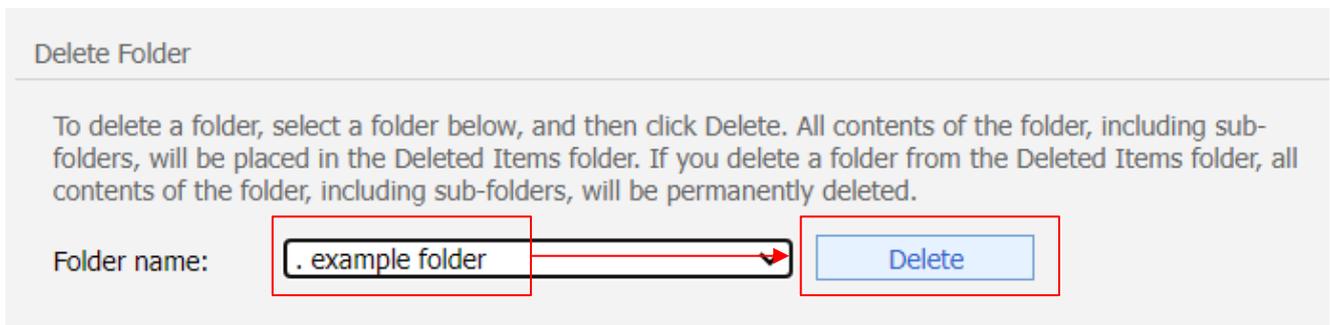
Manage Contacts Folders...

Delete contacts folder :

1. Select contacts folder you want delete.



2. Click 【Delete】 .



3. The folder was deleted successfully, and message will be displayed.

