

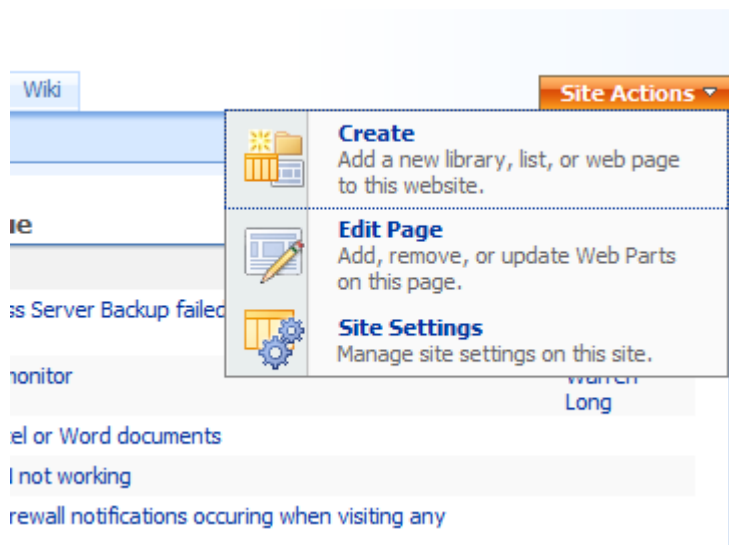
How to Setup a Contact List



Step 1:

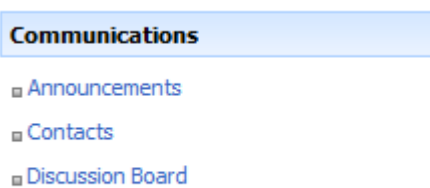
Browse to the **Site Actions** tab and single left click.

Select the option **Create**



Step 2:

Under the **Communications** section, select the **Contacts** option




Step 3:

Type in a suitable name for the list and click the radio button which gives you the option to show your list in the quick launch (the bar of shortcuts on the left hand side of the page).

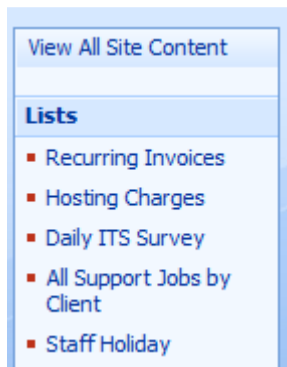
Name:

Description:

 Display this list on the Quick Launch?
 Yes No

Step 4:

Navigate to your list using the sidebar shortcut



Step 5:

Open and enjoy.