

# Web-Based Address Book

Instructional Manual



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## Setting up a Web-based Address Book

The Address Book allows you to add a web-based contact list to your site. This allows you to keep your family, club members, or employees contact details up to date.

To get started with the Address Book:

To open the address book, go to <http://yoursitedomain.com/addressbook/>. Log in using the username **admin** and the password that you selected.

From the main page of the address book, you can click the Add New Entry icon to add a new contact to your list. You can add an unlimited number of contacts with phone numbers, addresses, images, and extra notes. Using the Manage Users icon, you can add new users to your address book; these additional users will be able to add and view your contacts. You can add your employees or coworkers and allow everyone to keep a company-wide address book.

Additionally, you can export the entire list of contacts to a variety of formats for use in other applications by clicking the Export icon. The exported file will be saved to your computer.

You can update system-wide settings that will affect all users of the Address Book using the Options icon. From here, you can specify security and display options; each user also has the ability to override some of the display related settings using the icon inside of their Address Book area.