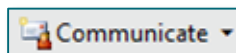
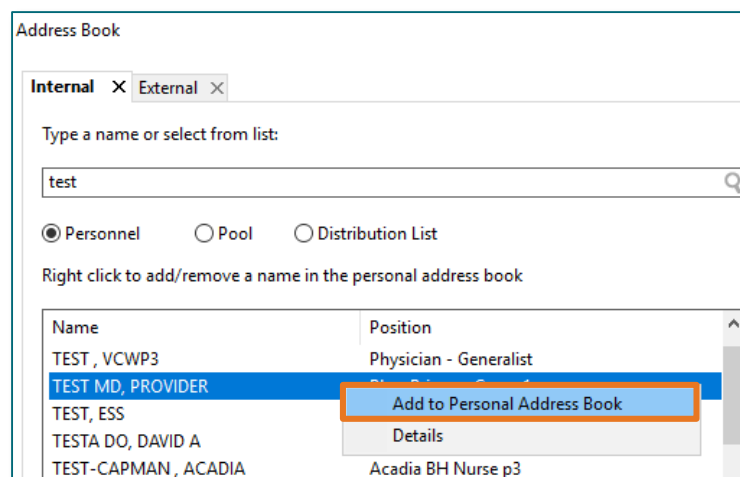


Creating favorites in personal address book helps with quicker access when sending messages in Message Center.

## Creating Personal Address Book

- STEP 1:** Click the **Communicate** button.
- STEP 2:** In the **New Message** window, click the **binoculars** to the right of the **To** field.
- STEP 3:** Type **User** or **Pool** name in the search field.
- STEP 4:** Click the **User** or **Pool** name option.
- STEP 5:** Right-click the selected **User** or **Pool**.
- STEP 6:** Select the **Add to Personal Address Book** option.
- STEP 7:** Click **Cancel** to close the address book window when finished.

Address Book

Internal External

Type a name or select from list:

test

☒ Personnel ☐ Pool ☐ Distribution List

Right click to add/remove a name in the personal address book

Name	Position
TEST, VCWP3	Physician - Generalist
TEST MD, PROVIDER	
TEST, ESS	
TESTA DO, DAVID A	
TEST-CAPMAN, ACADIA	Acadia BH Nurse p3

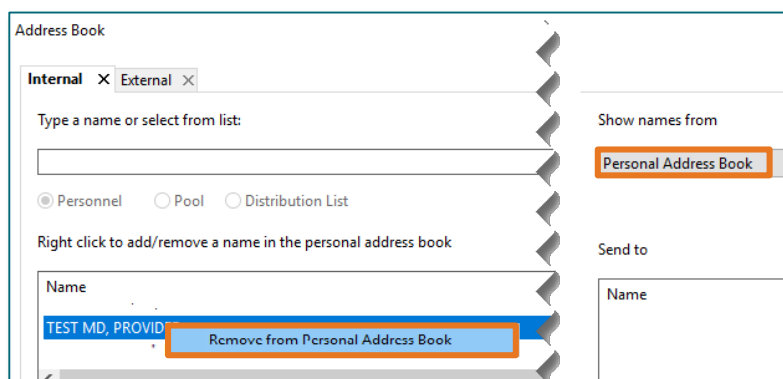
Add to Personal Address Book

Details

**NOTE:** When in the new message, the personal address book will display just above the message box. Typing in the **To:** field will show the user or pool to select as well.

## Managing Personal Address Book

- STEP 1:** Click the **Communicate** button.
- STEP 2:** In the **New Message** window, click the **binoculars** to the right of the **To** field.
- STEP 3:** Click **Personal Address Book** option, under **Show names from**.
- STEP 4:** Right-click the **User** or **Pool** to remove.
- STEP 5:** Click the **Remove from Personal Address Book** Option.
- STEP 6:** Click **Cancel** to close the address book window when finished.



Address Book

Internal External

Type a name or select from list:

☒ Personnel ☐ Pool ☐ Distribution List

Right click to add/remove a name in the personal address book

Name	Position
TEST MD, PROVIDER	

Remove from Personal Address Book

Show names from

Personal Address Book

Send to

Name