

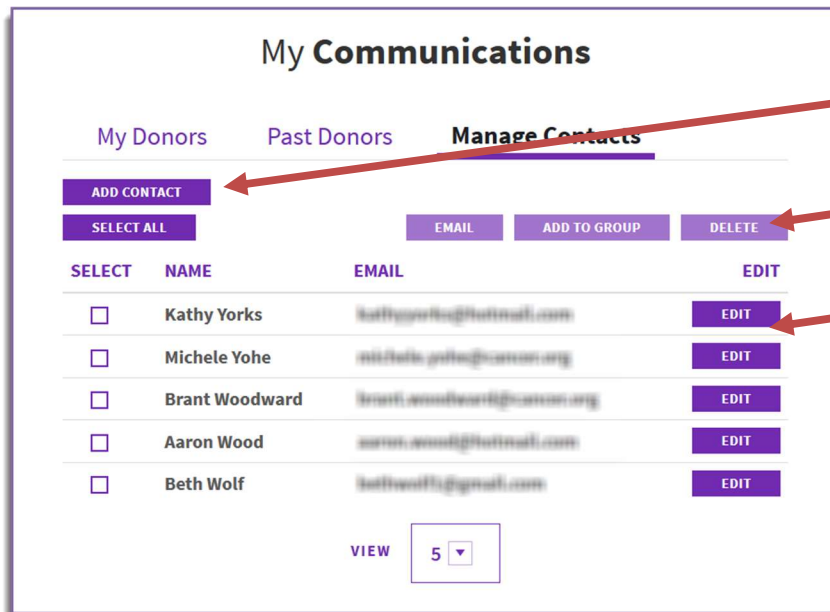
Chapter 8: Manage Your Contacts

- [Manage Your Address Book](#)
- [Create an Email Group](#)

Note: The contact information in your address book is strictly for your use. Neither the American Cancer Society nor web system will send unsolicited email (spam) to your contacts in your address book, or sell the information to a third party.

Manage Your Address Book

1. Log into your **Dashboard**.
2. Scroll down to **My Communications** section of the dashboard, and click **Manage Contacts**
3. Your address book will appear and contain any contacts you added, or previously emailed.
 - a. If you registered as a returning participant, all contacts that you previously added or emailed from your Dashboard will automatically be in your current Address Book.

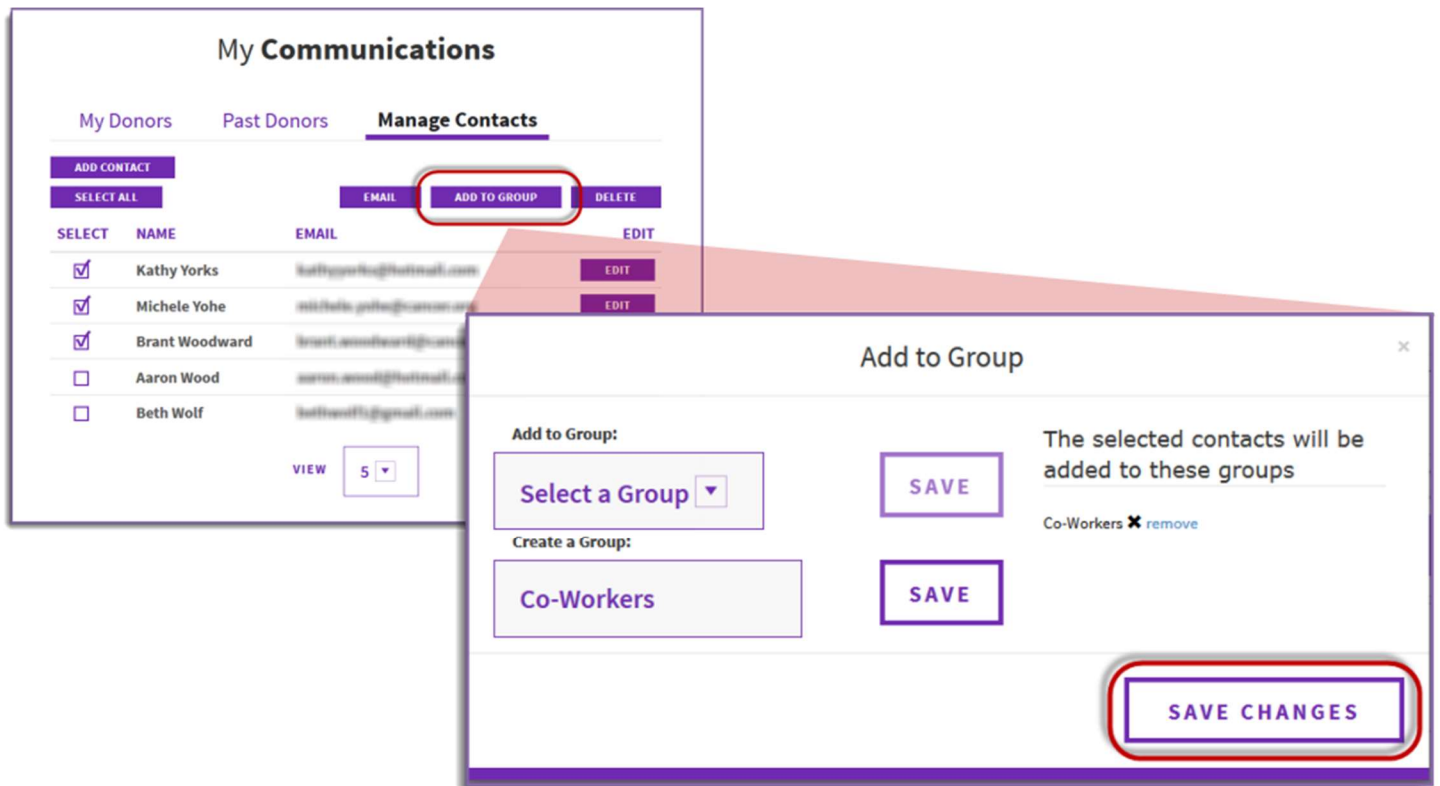


4. Within your address book, you can:
 - Add new contacts
 - Delete selected contact records
 - Edit existing contacts
 - Add address/phone information
 - Update email address
 - Add to/remove from email groups

Create an Email Group

Creating groups for your email contacts is a great way to organize your contacts and communication through the Dashboard.

1. Log into your **Dashboard**.
2. Scroll down to **My Communications** section of the dashboard, and click **Manage Contacts**
3. Select the contacts you want to add to a group, and click **Add to Group**



4. Add to an existing group, or create a new group, then click **Save**.
5. When finished, click **Save Changes**.