

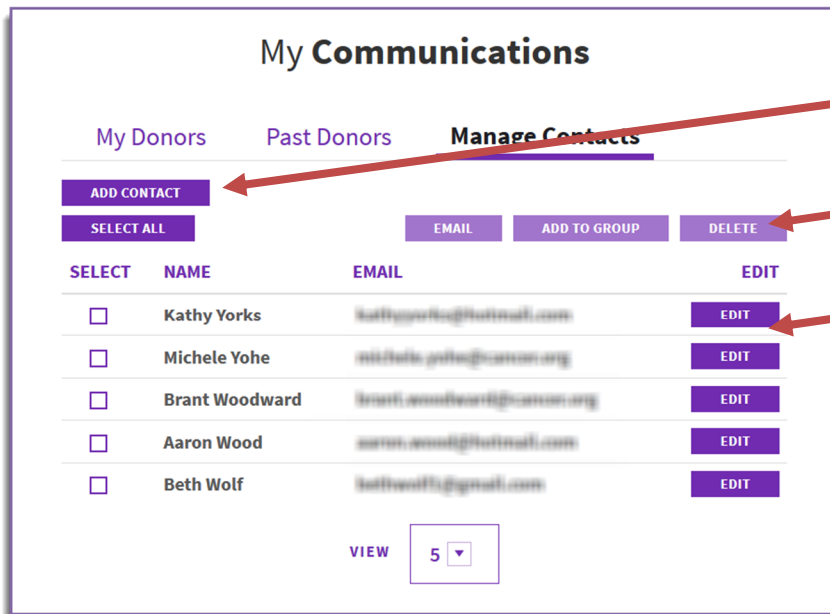
Chapter 8: Manage Your Contacts

- [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 **Relay 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 Relay 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 Relay Dashboard.

1. Log into your **Relay 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**

The screenshot shows the 'My Communications' interface with the 'Manage Contacts' tab selected. A table lists contacts with columns for 'SELECT', 'NAME', 'EMAIL', and 'EDIT'. The 'ADD TO GROUP' button is circled in red. An 'Add to Group' modal window is open, showing options to 'Add to Group' (with a dropdown menu) and 'Create a Group' (with a 'Co-Workers' option). A 'SAVE CHANGES' button is circled in red in the bottom right of the modal.

My Communications

My Donors Past Donors **Manage Contacts**

ADD CONTACT
SELECT ALL

EMAIL **ADD TO GROUP** DELETE

| SELECT | NAME | EMAIL | EDIT |
|-------------------------------------|----------------|----------------------------|------|
| <input checked="" type="checkbox"/> | Kathy Yorks | kathy.yorks@hotmail.com | EDIT |
| <input checked="" type="checkbox"/> | Michele Yohe | michele.yohe@america.com | EDIT |
| <input checked="" type="checkbox"/> | Brant Woodward | brant.woodward@america.com | |
| <input type="checkbox"/> | Aaron Wood | aaron.wood@hotmail.com | |
| <input type="checkbox"/> | Beth Wolf | bethwolf@gmail.com | |

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Add to Group

Add to Group:
Select a Group

SAVE

Create a Group:
Co-Workers

SAVE

The selected contacts will be added to these groups

Co-Workers ✕ remove

SAVE CHANGES

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