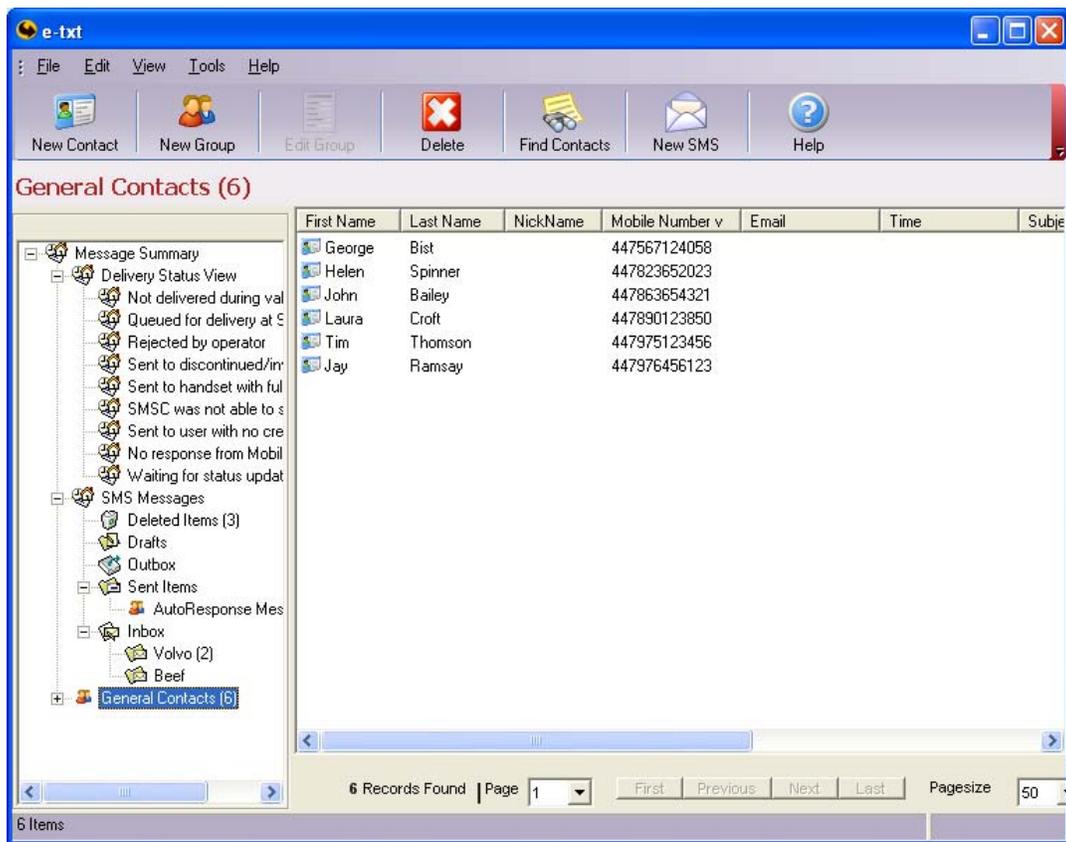
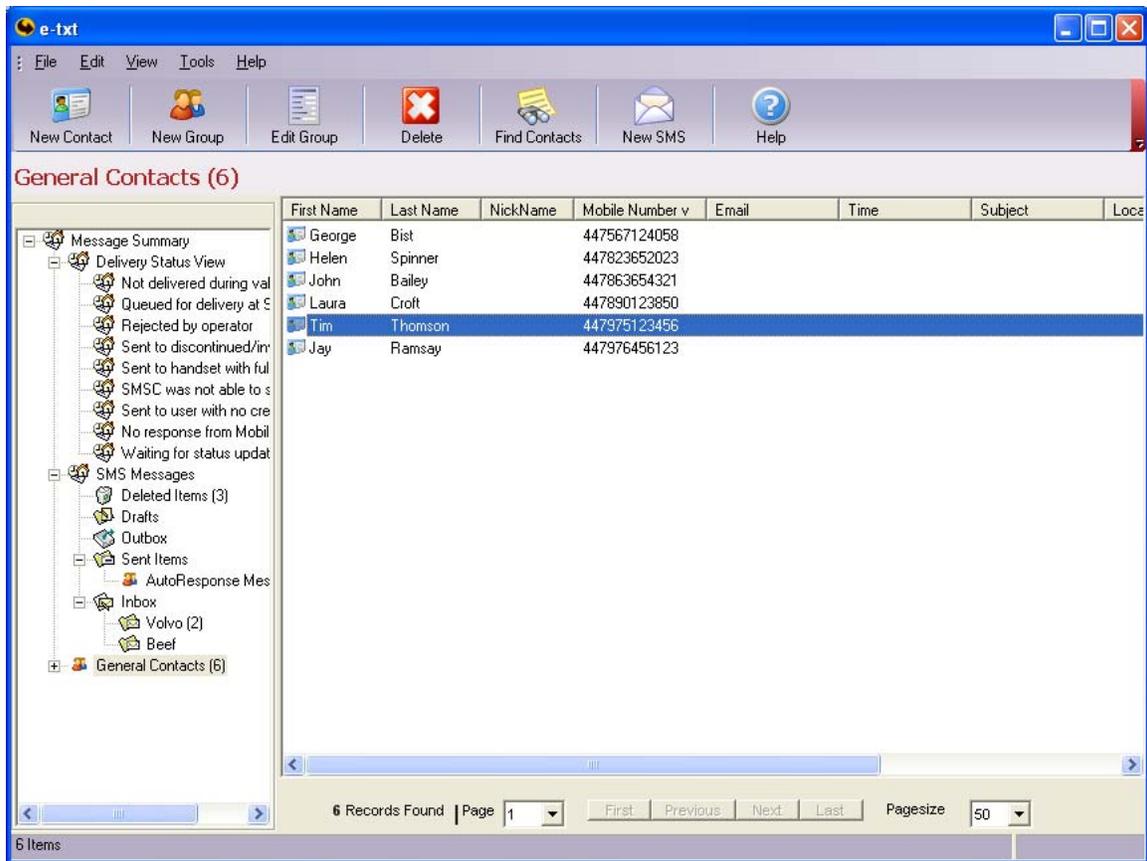


## An Introduction to e-txt Contacts

Open e-txt™ by clicking on the  icon on your desktop or selecting Start -> Programs -> e-txt -> e-txt.

Ensure that the **Contacts toolbar** is displayed by having a contacts folder selected in the **Main Navigation Tree** (If a **Message** folder is selected the Main Toolbar changes dynamically to the **Messaging Toolbar**).





(a) Highlight a name and double click on it. This will display the Contact Details which is useful for storing a lot of information.

These are the fields which are included:

Contact Details Custom Fields

Enter name and other details of the contact

**First Name:** Terry **Last Name:** Langdon

Nick Name: Bignose  Optout

**Mobile:** +44 7974193782 UK  
Enter mobile number in local format 07XXXXXX\_(without spaces)

Email: terry.langdon9@btinternet.com

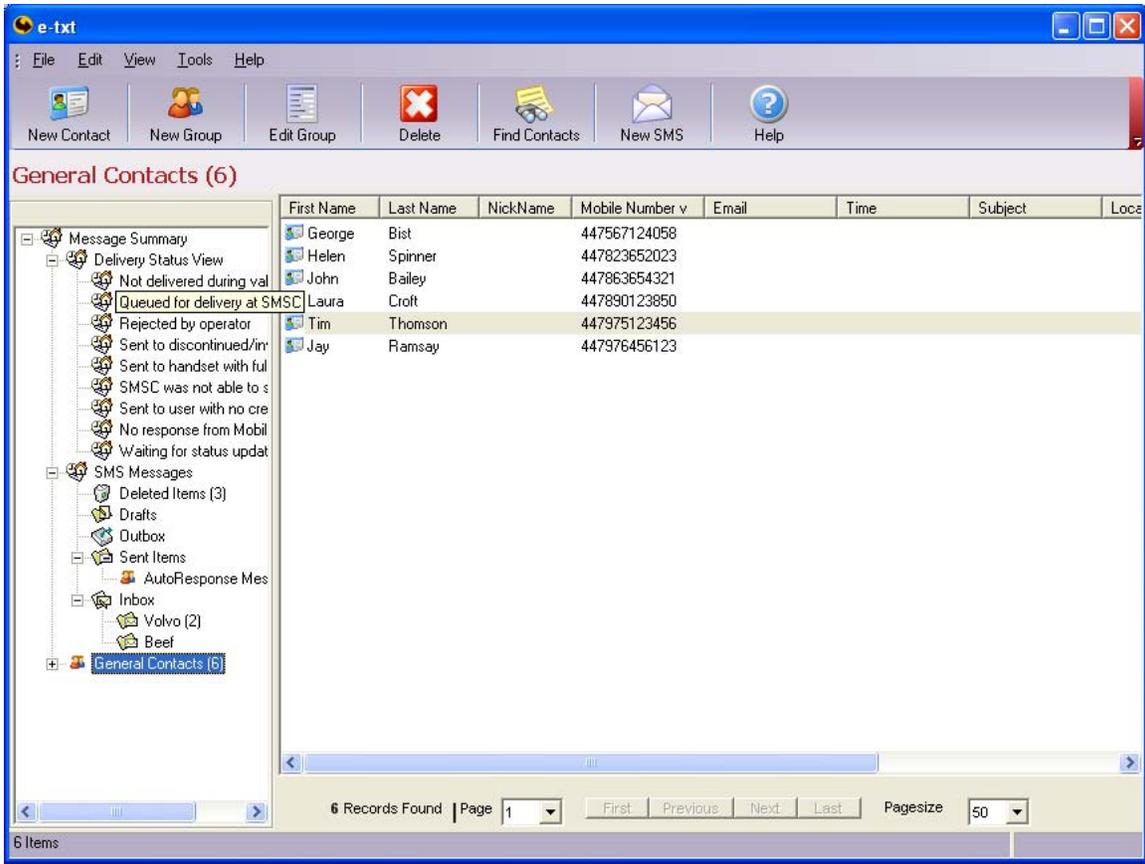
Company: Delta Computing

Notes: blah blah

OK Cancel

Please note here:

- **Email:** You can store email addresses, and you can send any text out as an email at the same time as your SMS text messages if you wish.
- **The Optout checkbox:** If this is ticked, the contact has been opted out (probably automatically, by replying 'STOP') and their name will be greyed out in the main list as shown below. You will not be able to send them a message. To un-optout, if there has been a mistake, simply uncheck the box.



As well as these contact details, by clicking on **Custom Fields** you can store further information. These fields are included as standard:

**Contact Details** [minimize] [maximize] [close]

Contact Details | Custom Fields

Type in the details of the Custom Fields

---

Time:

Subject:

Location:

Date:

Custom field 1:

OK Cancel