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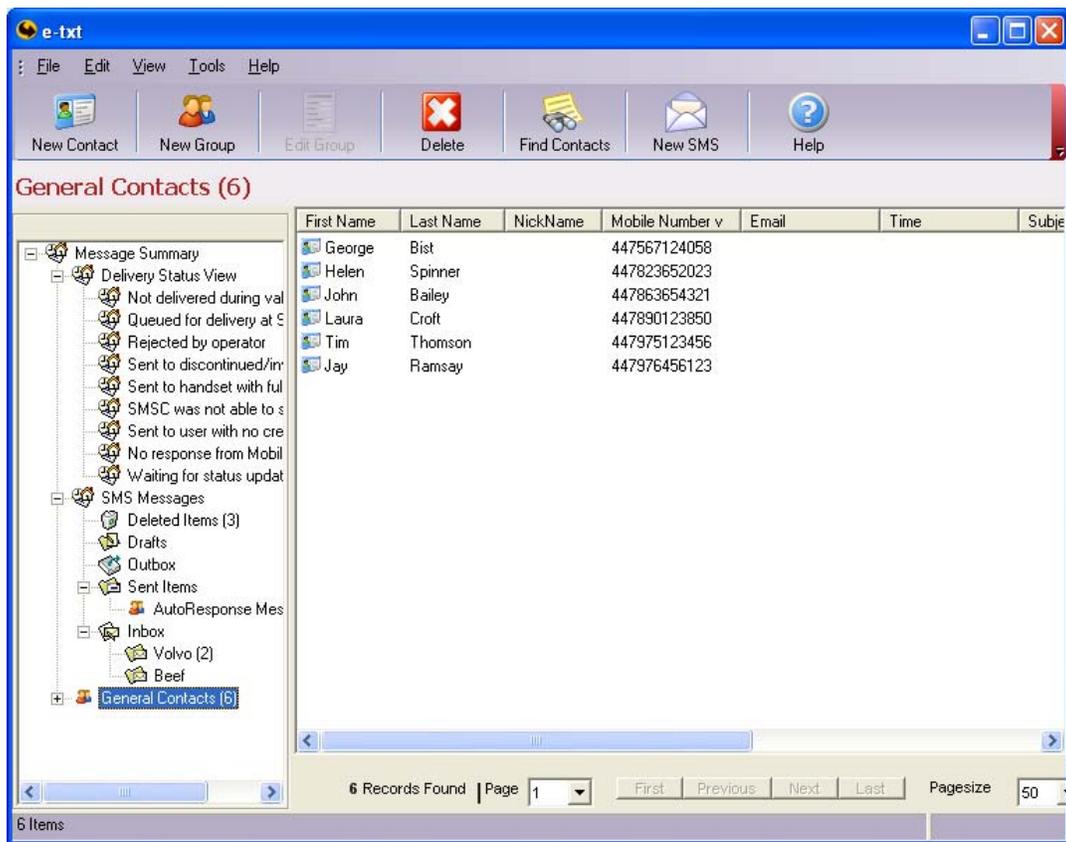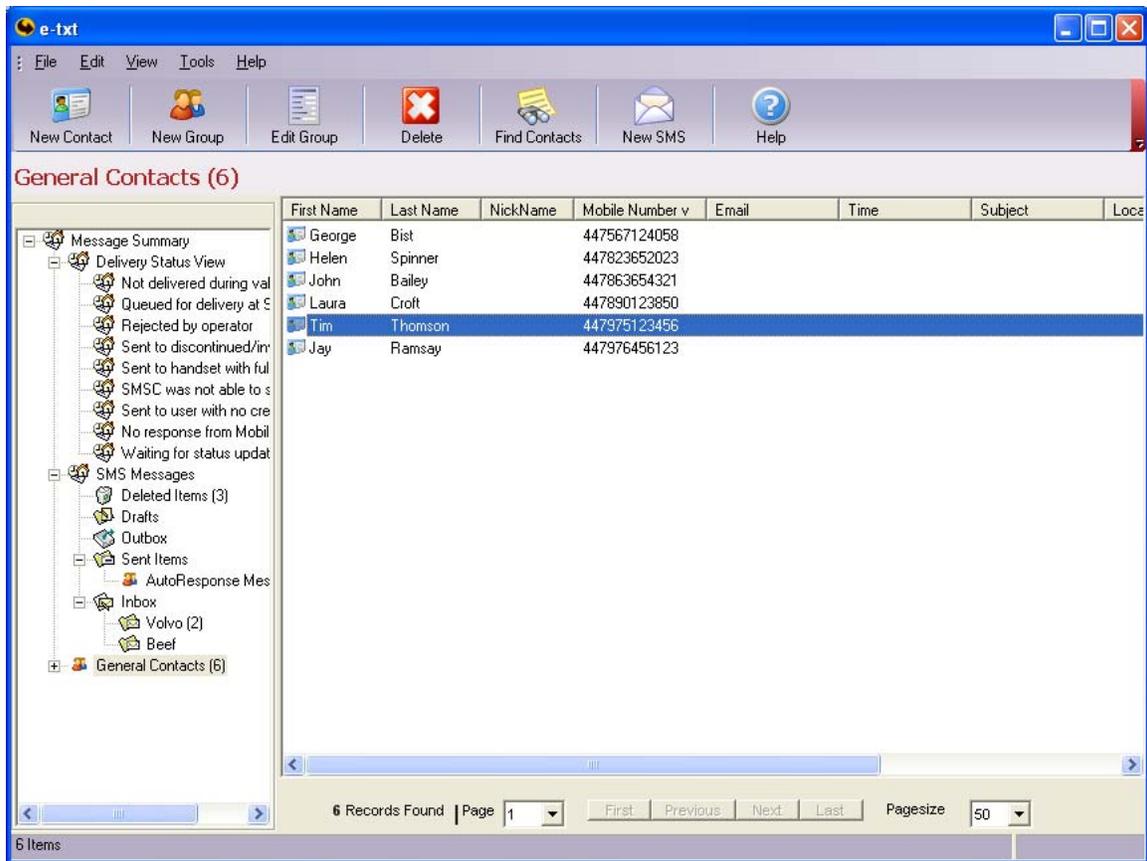
(a) Highlight a name and double click on it. This will display the Contact Details which is useful for storing a lot of information.

These are the fields which are included:

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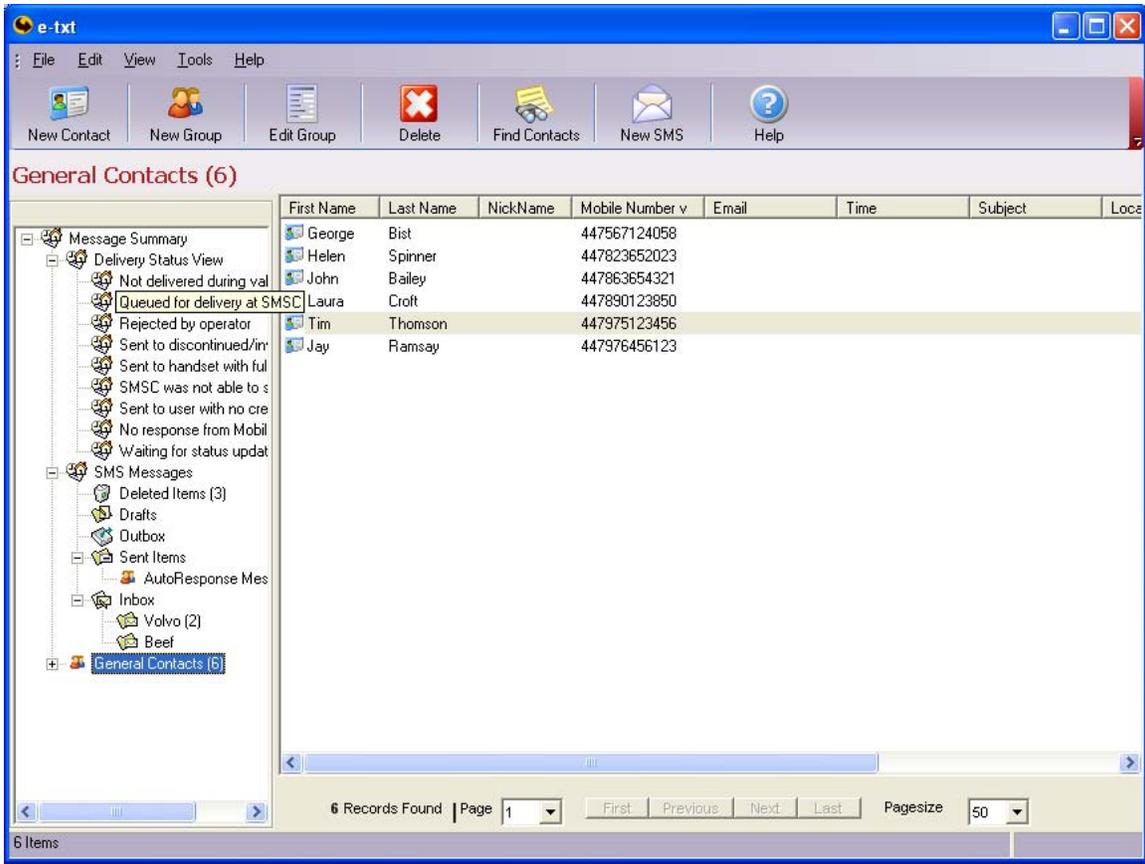
As well as these contact details, by clicking on **Custom Fields** you can store further information. These fields are included as standard:

Contact Details

Contact Details | Custom Fields

Type in the details of the Custom Fields

Time:

Subject:

Location:

Date:

Custom field 1:

OK   Cancel