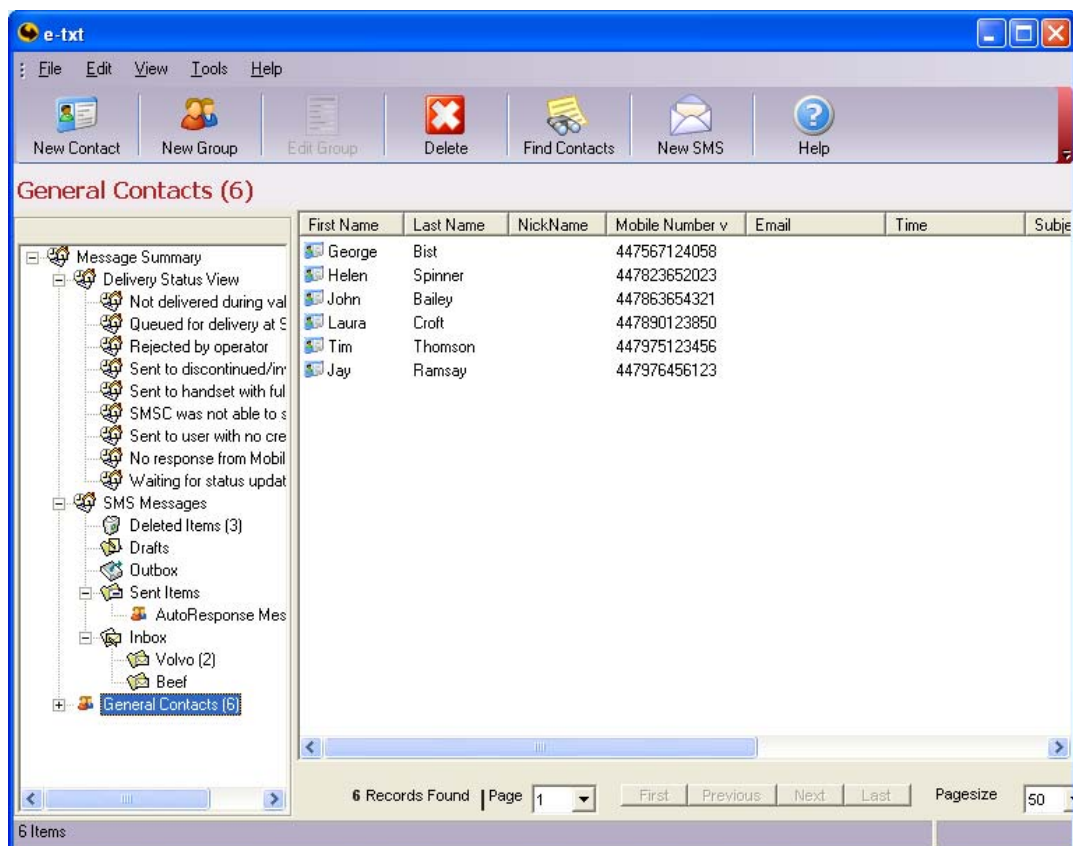
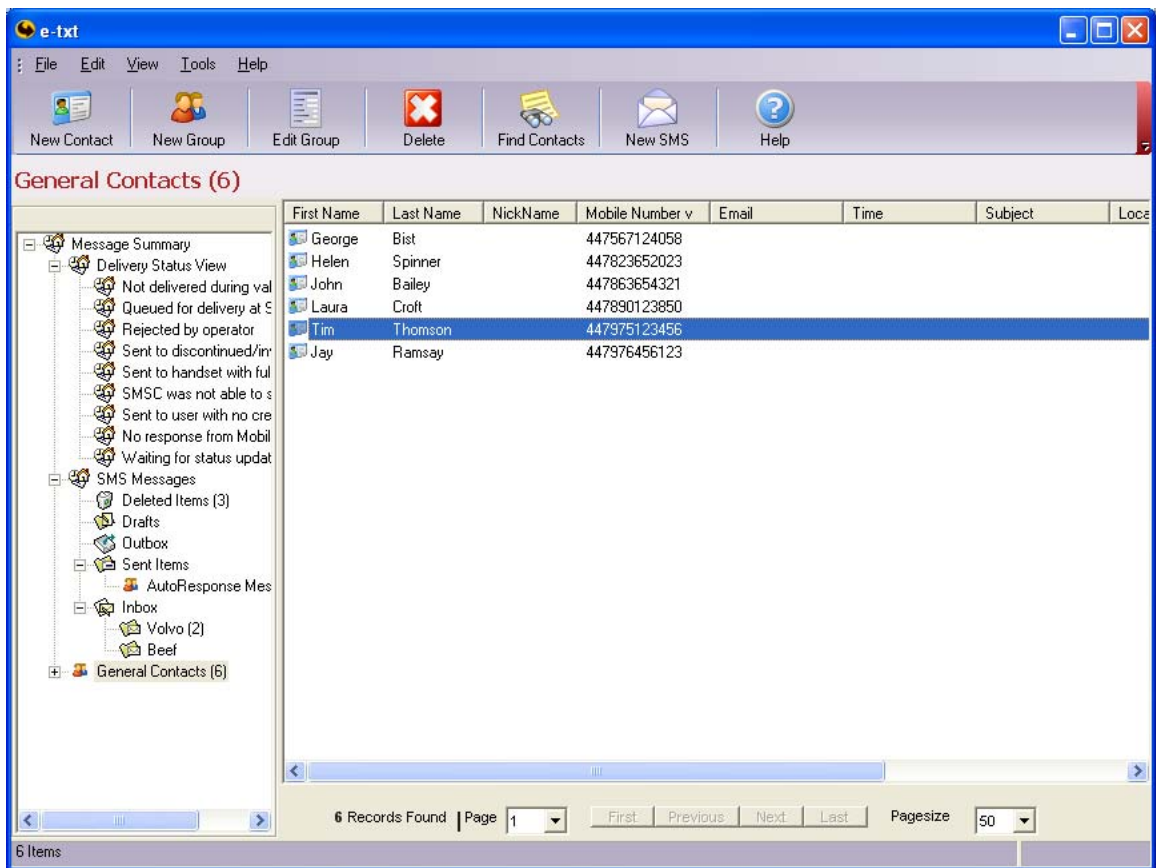


## Adding Contacts Manually in e-txt™ .....INCOMPLETE

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**).





Highlight a name and double click on it. This will display the Contact Details which is the main place for storing information.

**Contact Details**

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

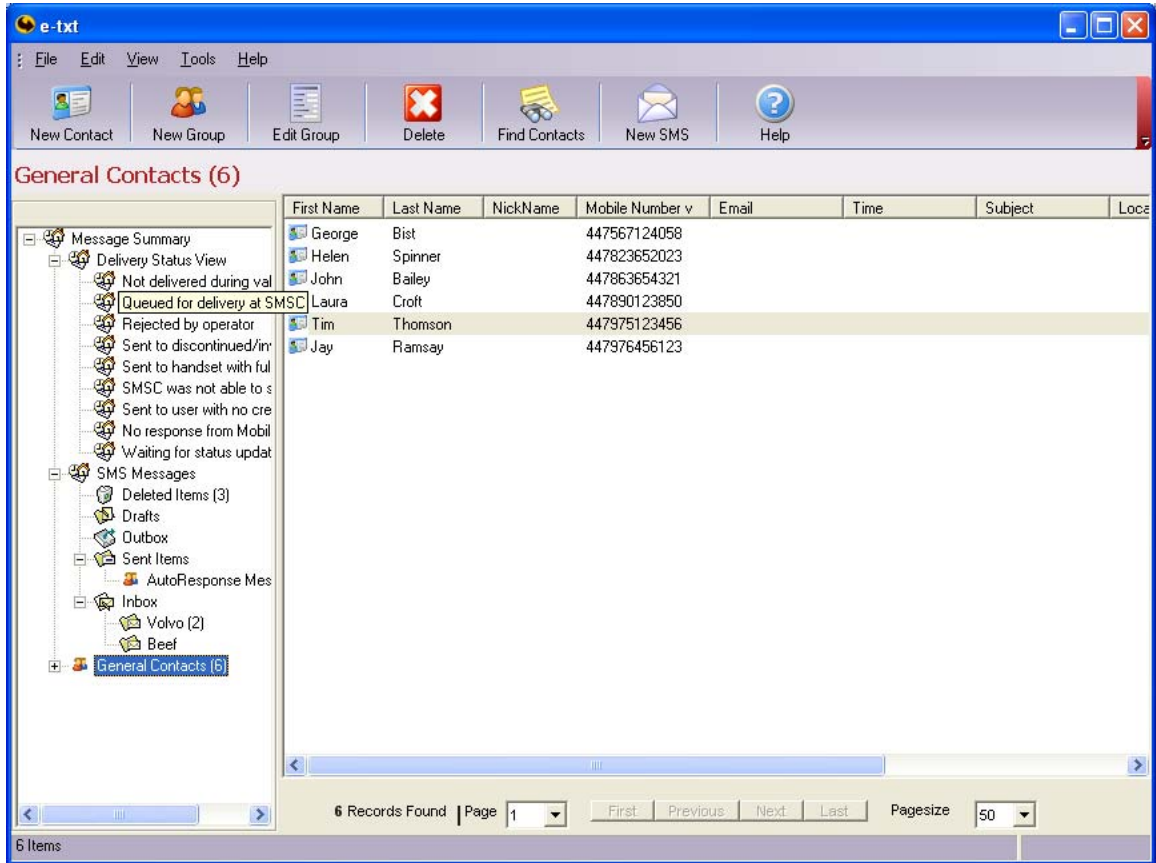
Notes: blah blah

OK Cancel

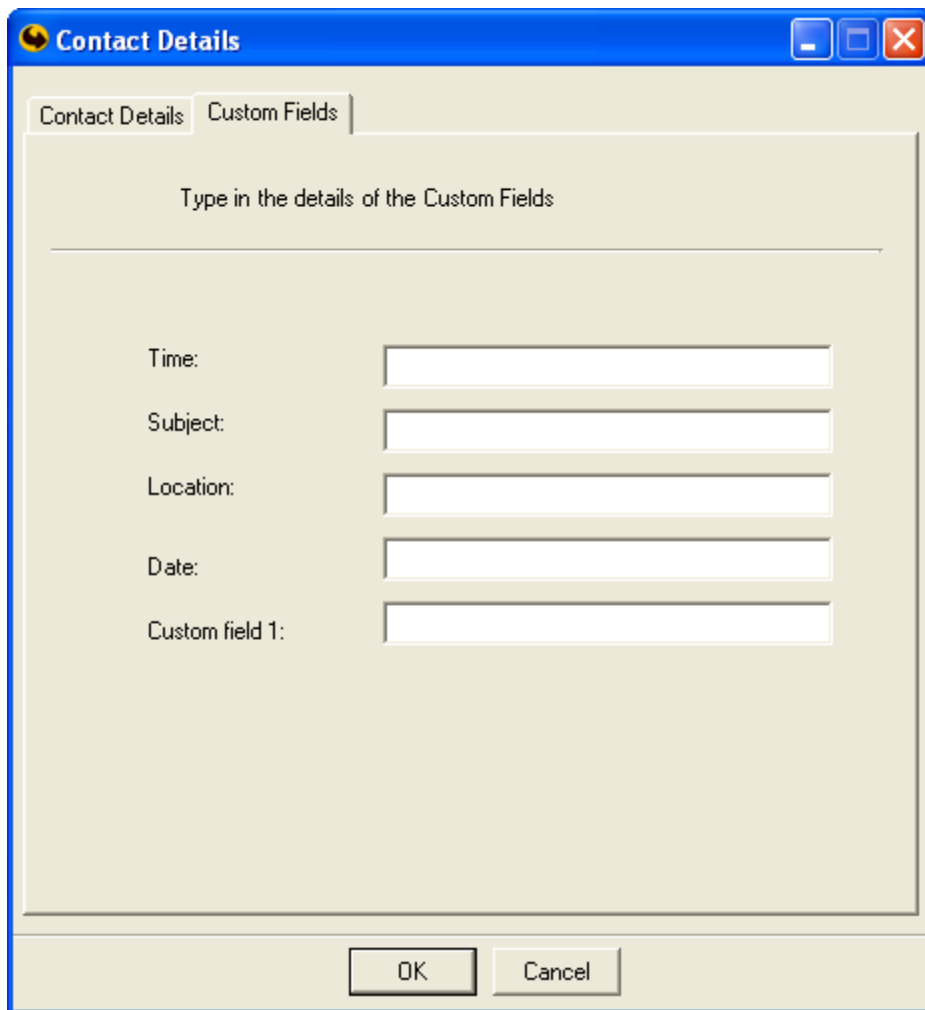
The mobile number is the most important field, and you can only have one record for each mobile number.

**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:



The image shows a Windows-style dialog box titled "Contact Details". It has a blue title bar with standard minimize, maximize, and close buttons. Inside the dialog, there are two tabs: "Contact Details" and "Custom Fields". The "Custom Fields" tab is currently selected. Below the tabs, there is a text prompt: "Type in the details of the Custom Fields". Underneath this prompt, there are five text input fields, each preceded by a label: "Time:", "Subject:", "Location:", "Date:", and "Custom field 1:". At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

Whatever contact information you have already, it is easy to transfer your existing list or data into e-txt. Once you've done this, you can build your list and regularly add contacts (as well as removing them). **See also: 'How to automatically add name and number to your contacts list from received text messages'**