

## Adding, Editing, Deleting Email Address

### OKI MPS3537mc

1. Press **[SETTING]**
2. Touch **[ADDRESS]**
3. Adding an Address:
  - a. Select an empty location
  - b. Touch **[ENTRY]**
  - c. Enter the information (Name and Email are required)
  - d. Touch **[OK]**
4. Editing an Address
  - a. Select the desired address
  - b. Touch **[EDIT]**
  - c. Make your desired changes
  - d. Touch **[OK]**
5. Deleting an address
  - a. Select the desired address
  - b. Touch **[DELETE]**
  - c. Confirm the deletion by touching **[YES]**
6. Touch **[CLOSE]**