



# Add/Edit/Delete an Email Address

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C224, C284, C454, C554, C654, C754

C224e, C284e, C454e, C554e, C654e, C754e

1. Press **Menu**
2. Touch **Utility**
3. Touch **(1) One Touch/User Box Registration**
4. Touch **(1) Create One Touch Registration**
5. Touch **(1) Address Book (Public)**
6. Touch **(1) Email**
7. **Add and email address**
  - a. Touch **New** (at the bottom of the screen)
  - b. Touch **Name** and enter in a name to be displayed
  - c. Touch **Index**. Enter the desired search index. If you wish this address to be displayed in the Favorites (main screen), select *Favorites*
  - d. Touch the **Down** arrow
  - e. Touch **Email** and enter an email address
  - f. Touch **OK**
8. **Edit an email address**
  - a. Select the address you wish to edit
  - b. Touch **Edit**
  - c. Make the desired changes
  - d. Touch **OK**
9. **Delete an email address**
  - a. Select the email address you wish to delete
  - b. Touch **Delete**
  - c. Confirm deletion
  - d. Touch **OK**
10. Touch **Close** 5 times