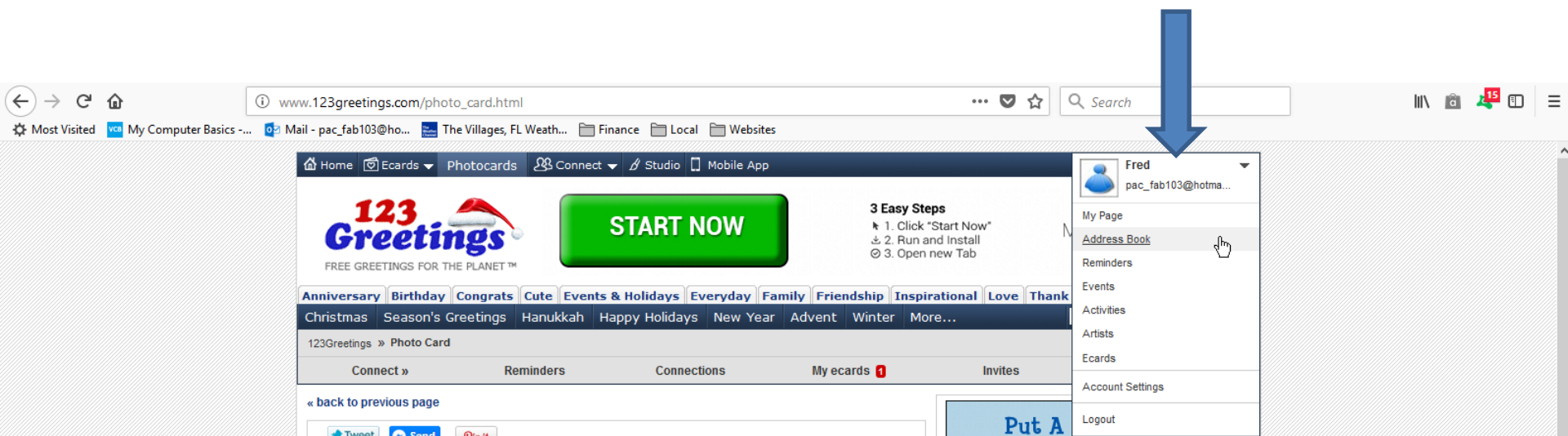


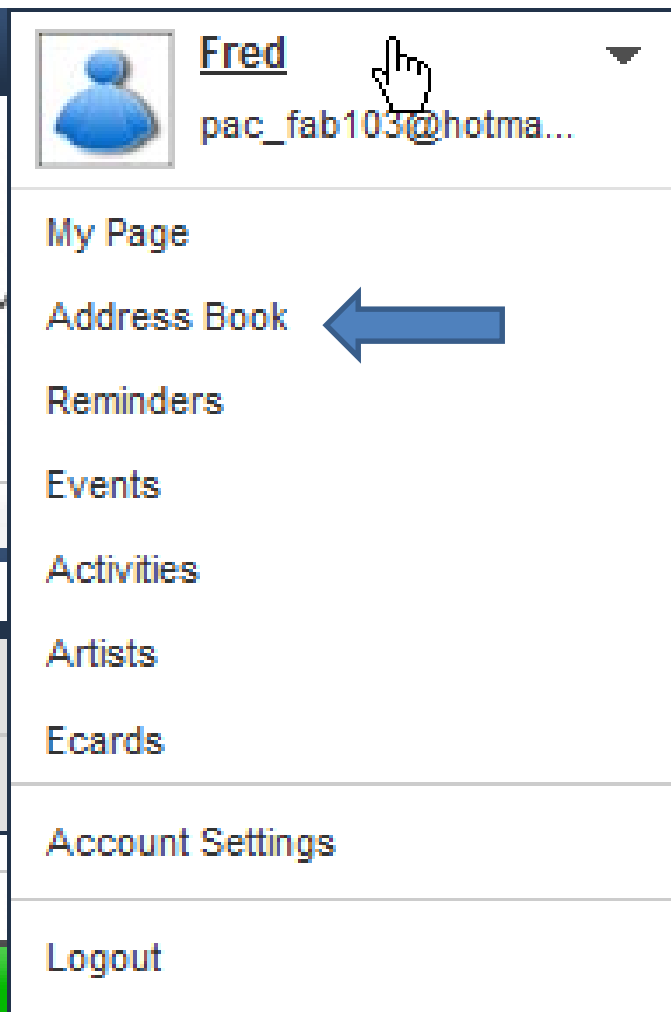
# **Step 2 – Part 4 - How to Manage Address Book**

- I will showing you How to Manage Address Book.**
- You have to have an account as I showed you how to Sign Up in Part 1.**
- Once you Sign Up or Log in, you see your name in the upper right. Next is a sample.**


- Here is a sample. When you hover over it, you see a list. Next I will zoom in so you can see it and then click on Address Book.



- **When you hover over it, you see a list. Then click on Address Book. Next is what happens.**



A screenshot of a user profile menu. At the top, there is a blue person icon, the name "Fred" (underlined), and an email address "pac\_fab103@hotmail...". A mouse cursor is hovering over the name. Below the header is a list of menu items: "My Page", "Address Book", "Reminders", "Events", "Activities", "Artists", "Ecards", "Account Settings", and "Logout". A large blue arrow points to the "Address Book" item.

	<u>Fred</u> pac_fab103@hotmail...	▼
My Page		
Address Book ←		
Reminders		
Events		
Activities		
Artists		
Ecards		
Account Settings		
Logout		

- Page changes and you can Add Contacts. Or, you can Scroll down to Import Contacts from your Email, which is next.

The screenshot shows the 123Greetings website interface. At the top, there is a navigation bar with links for Home, Ecards, Photocards, Connect, Studio, and Mobile App. The user's name, Marcelle, is displayed in the top right corner. Below the navigation bar is a banner with the text "I LOVE THE WAY WE LOOK TOGETHER" and a red heart icon. A button labeled "Send Romantic Wishes" is positioned below the banner. The main navigation menu includes categories such as Anniversary, Birthday, Congrats, Cute, Events & Holidays, Everyday, Family, Friendship, Inspirational, Love, and Thank You. Below this menu is a search bar with the placeholder text "Search Here or Enter Card No." and a "Go" button. The breadcrumb trail shows "123Greetings » Connect » My Address Book". A yellow banner at the top of the main content area reads "Import and Add your contacts to My Address Book". The "My Address Book" section includes a search box and a "Search" button. Below this, there are sections for "My Friends" and "All My Contacts". A blue arrow points from the "All My Contacts" section towards the "Add Contacts" section. The "Add Contacts" section contains a form with fields for Email, Name, Date of Birth, Name of Spouse, and Date of Anniversary. A checkbox labeled "Invite contacts to update their birthday" is present, along with an "Add" button. A note at the bottom of the form states "\* mandatory fields." Below the "Add Contacts" section is the "Add Facebook Friends" section, which includes the text "Invite your Facebook Friends to Connect" and a button with the Facebook logo and the text "Invite your Friends".



- When you scroll down, you see Import Contacts and you see Icons under it. Next I will zoom in so you can see it.

Currently you have no contacts in your Address Book. You can Add Contacts to be your friends on 123Greetings Connect in the following ways:

- ✓ Enter the details of your contact in **Add Contacts** box to your right.
- ✓ Import contacts from Yahoo! Mail, Gmail, Hotmail, and other networks from the **Import Contacts** box.
- ✓ Accept any friend requests that have been sent to you. If there are requests pending you will see **Pending Friends Request** box to your right.

**NEW** Create and send invites to unlimited contacts at the click of a button. **Create an Invite Now!**

### Add Contacts

Email:\*

Name:\*

Date of Birth:  Month  Day  Year

Name of Spouse:

Date of Anniversary:  Month  Day  Year


(So that you can get Birthday/ Anniversary reminders)

Invite contacts to update their birthday





\* mandatory fields.

### Add Facebook Friends

Invite your Facebook Friends to Connect



### Import Contacts

We won't store the username and password. [Check FAQ](#)

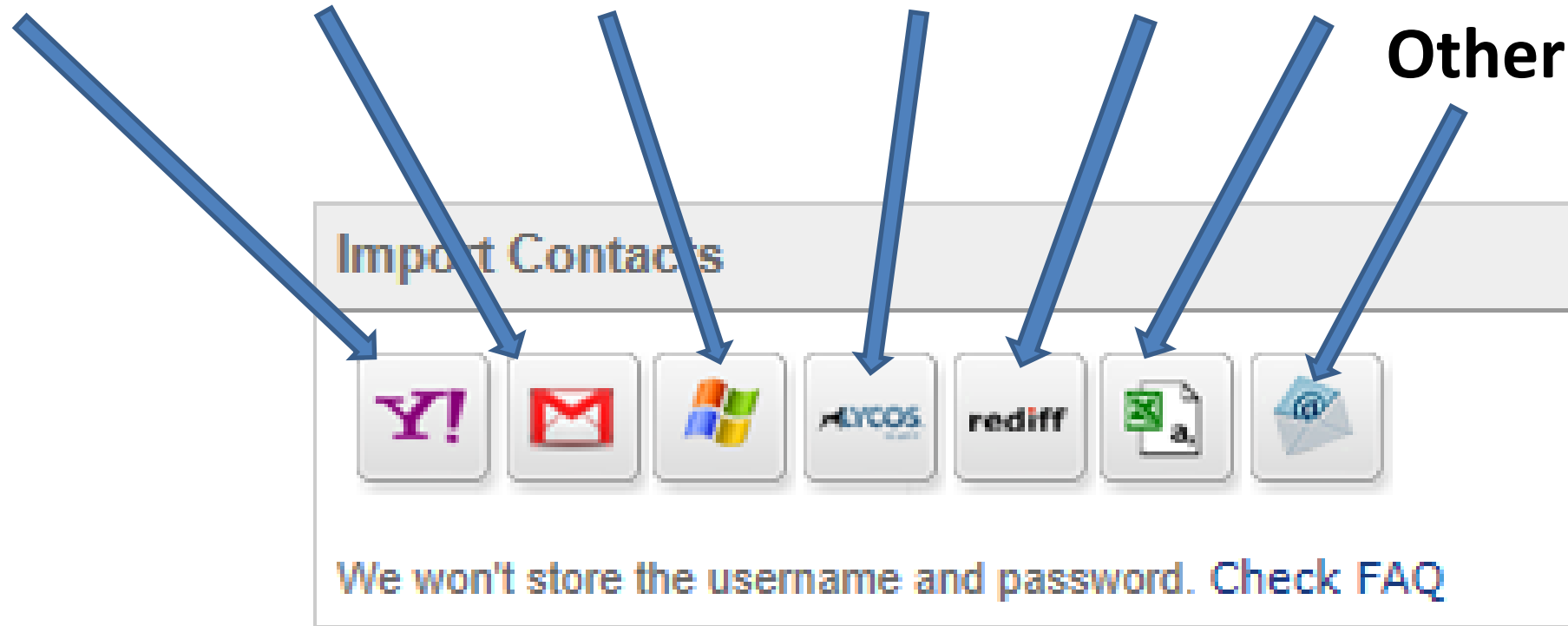
### Feedback

Share your suggestions for 123Greetings Connect.



- Below is the names of the Icons. I have Windows Live which is Hotmail and they now call it Outlook. Next is a sample of clicking on it.

Yahoo, Gmail, Windows Live, LYCOS, rediff, CSV file, Other



- **A new window opens. Note – sometimes it is different. You click on boxes of the ones you want to import and then click on Import, which is next.**

The screenshot shows a Mozilla Firefox browser window with the address bar displaying `www.123greetings.com/connect/hotmail_api?code=M0ede8c8f-6240-f53c-f3dd-5d8372a4e429`. The page title is "123Greetings Connect - Mozilla Firefox". The main content area is titled "My Contacts" and features a "Select All" checkbox and a list of contacts. Each contact row includes a checkbox, the contact name, a partial email address, and a domain. A blue arrow points to the checkbox for "Ann Nationwide", and another blue arrow points to the "Import" button at the bottom of the page.

<input type="checkbox"/>	Name	Email	Domain
<input type="checkbox"/>	Andrew Bruce	a.bru	:hompson.co.uk
<input type="checkbox"/>	andrews daniel	deejar	100.com
<input type="checkbox"/>	Angel Dixon	angel.	istrictgov.org
<input type="checkbox"/>	Angela Bruce	angela	:ospic.com
<input type="checkbox"/>	angela.bradley077@gmail.com	angela	77@gmail.com
<input type="checkbox"/>	angelica.verardo@gmail.com	angeli	@gmail.com
<input type="checkbox"/>	Anita Stagni	stagni.	ibero.it
<input type="checkbox"/>	Anita Stagni	stagni.	ibero.it
<input type="checkbox"/>	Ann & Mike Collins	accola	om
<input type="checkbox"/>	Ann Fender	fender	st.net
<input type="checkbox"/>	Ann Harding	annha	@yahoo.com
<input type="checkbox"/>	Ann Heathman	annhe	gmail.com
<input type="checkbox"/>	Ann Marie	annnr	ahoo.com
<input type="checkbox"/>	Ann Nationwide	doane	wide.com
<input checked="" type="checkbox"/>	Ann Peterson	a	100.com
<input type="checkbox"/>	Ann Smith	a	otmail.com
<input type="checkbox"/>	Ann Wasman	a	comcast.net

Invite contacts to update their birthday

- Window closes and you then see a list of all the ones I Imported. Next is what happens when you click on the Gmail Icon I showed you before.

The screenshot shows the 123Greetings website interface. At the top, there is a navigation bar with links for Home, Ecards, Photocards, Connect, Studio, and Mobile App. The user is logged in as Fred. Below the navigation bar is a banner for "I LOVE THE WAY WE LOOK TOGETHER" with a red heart and a "Send Romantic Wishes" button. The main navigation menu includes categories like Anniversary, Birthday, Congrats, Cute, Events & Holidays, Everyday, Family, Friendship, Inspirational, Love, and Thank You. Below this is a search bar and a "Go" button. The main content area is titled "My Address Book" and contains a list of contacts. To the right of the contact list is an "Add Contacts" form with fields for Email, Name, Date of Birth, Name of Spouse, and Date of Anniversary. There is also a checkbox for "Invite contacts to update their birthday" and an "Add" button. At the bottom, there is a section for "Add Facebook Friends" with the text "Invite your Facebook Friends to Connect".

123Greetings  
FREE GREETINGS FOR THE PLANET™

I LOVE THE WAY WE LOOK TOGETHER  
Send Romantic Wishes

Anniversary Birthday Congrats Cute Events & Holidays Everyday Family Friendship Inspirational Love Thank You More

My Page My Address Book My Reminders My Events My Activity My Artists My ecards Settings Search Here or Enter Card No Go

123Greetings » Connect » My Address Book

Fred, go to pac\_fab103@hotmail.com to complete the sign up process. Re-send email

**My Address Book** Search

**My Friends**

**All My Contacts**

Ann Peterson as.f 100.com LG Set DoB Edit

Anne Rushton hator outlook.com LG Set DoB Edit

Art Fenn em l.com LG Set DoB Edit

Barbara Chaiazza b gmail.com LG Set DoB Edit

Barbara Worthington bc LG Set DoB Edit

Betsy Brandt burr tmail.com LG Set DoB Edit

Bev Russell LG Set DoB Edit

**NEW** Create and send invites to unlimited contacts at the click of a button. **Create an Invite Now!**

**Add Contacts**

Email: \*

Name: \*

Date of Birth: Month Day Year

Name of Spouse:

Date of Anniversary: Month Day Year

(So that you can get Birthday/ Anniversary reminders)

Invite contacts to update their birthday

**Add**

\* mandatory fields.

**Add Facebook Friends**

Invite your Facebook Friends to Connect






Sign in - Google Accounts - Mozilla Firefox

https://accounts.google.com/signin/oauth/oauthcho...

Google

Choose an account  
to continue to [123greetings.com](https://123greetings.com)

-  Frederick Benson  
pa il.com
-  Villages ComputerClub  
villa il.com
-  Use another account

English (United States) ▾ Help Privacy Terms

- **New window opens and if you have Gmail, you see it. I had two of them. Next is a sample when you click on your Gmail.**



Hi Frederick

F pa l.com

123greetings.com wants to

Manage your contacts



**Allow 123greetings.com to do this?**

By clicking Allow, you allow this app to use your information in accordance to their terms of service and privacy policies. You can remove this or any other app connected to your account in [My Account](#)

CANCEL

ALLOW



- **Window changes and click on ALLOW. Next is what happens.**

123Greetings Connect - Mozilla Firefox

www.123greetings.com/connect/google\_api?code=4/v...

### My Contacts

Select All

<input type="checkbox"/> fifthfield	fifthf	il.com
<input type="checkbox"/> Frederick Benson	pacf	nail.com
<input type="checkbox"/> jlw3133	jlw3	l.com
<input type="checkbox"/> Marcelle	wiga	gmail.com
<input type="checkbox"/> pac_fab103	pac_	hotmail.com
<input type="checkbox"/> reg	reg@	ools.com
<input type="checkbox"/> wigan_103	wiga	gmail.com

Invite contacts to update their birthday

Import

- **Window changes and you see a list. You follow the same process to check boxes and click on Import.**
- **When you click on Import the window closes and you see them as I showed you before. Next explains them.**

- **When you view a Video or add a Photo and what to send it, it shows the Contact List that you added.**
- **Next is a sample of viewing a Video and click on Send.**

• You have to scroll down and you see a Contact List on the right. When you click on a box, it shows it under the Enter receiver's name. Note – I blocked the e-mails so you can't get them. You then can click on Send Now. This is the End of Part 4.

Receiver Details (Send this ecard to multiple recipients "max. 100")

Enter receiver's name and email address or select contacts from the address book on the right.

Receiver's name:  Receiver's email:

When do you want to deliver this ecard?

Notifications

- Let me know once the ecard is viewed.
- Don't Remember my details when I visit 123Greetings.com next time.
- Subscribe to Editor Bob's Newsletter & Special Offers
- Remind of this event every year
- Invite contacts to update their birthdays

[Click here to preview](#)

Address Book

Import Contacts »

We won't store the username and password. [Check FAQ](#)

Contact List

1 contact was found in your computer. Would you like to **import and save contacts** permanently in 123Greetings Address Book?

<input checked="" type="checkbox"/>	Ann Peterson	as_pi	in@yahoo.com	✗
<input type="checkbox"/>	Anne Rushton	hatic	1615a@	✗
<input type="checkbox"/>	Art Fenn	emp	@gmail	✗
<input type="checkbox"/>	Barbara Chaiazza	b.ch	44@gm	✗
<input type="checkbox"/>	Barbara Worthing	bcw	l.com	✗
<input type="checkbox"/>	Betsy Brandt	burr	31@hot	✗
<input type="checkbox"/>	Bev Russell	bev	frussell	✗
<input type="checkbox"/>	Bill and Dee Rem	deer	comcas	✗
<input type="checkbox"/>	Bob Aboutok	bab	@gmail	✗
<input type="checkbox"/>	Bob Casey	epoc	@comc	✗

Show rows: 10 Go to: 1

