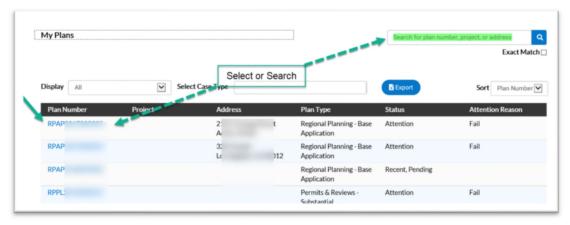
How to Add a Contact

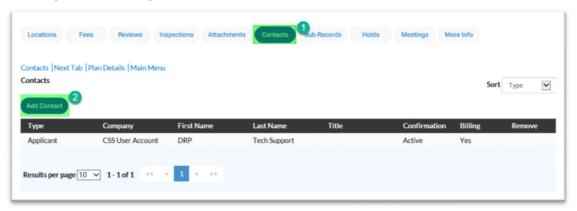
Log into CSS



Search/Select Case

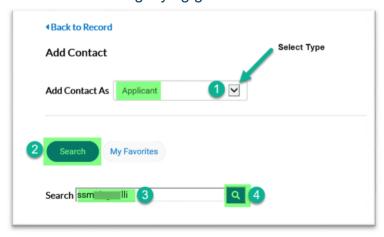


- Click Contacts Tab
- Click on Add Contact



How To Add a Contact Page 1

- Select the drop down arrow to select the correct Contact Type
- Click on Search
- Enter the email address for the person you want to add
- Click on magnifying glass



Results will display

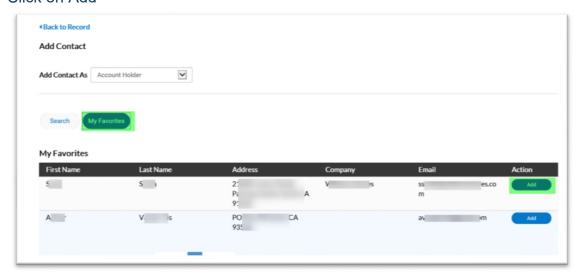
- Click on Star to add contact to your Favorites
- Click on Add



Repeat the process till the contact has been added to all cases.

Note, when you save a contact as a favorite when you go to add that person do the following:

- Click on My Favorites
- Click on Add



How To Add a Contact Page 2