

## **Getting Started with Contacts Basics for CQUniversity Students**

How to access your Contacts	p. 1	View your Personal Contacts	p. 2
Create a New Contact	p. 2	Search for Contacts	р. З
Delete a Contact	p. 3		

In each students CQUniversity Mail account, there is a Contacts Manager (an online address book).

This contacts manager stores the email addresses of all your personal contacts, and all CQUniversity students and staff. In addition, it automatically stores email addresses of other people outside of the University with whom you've corresponded.

#### How to find your Contacts

Students can find their Contacts within their CQUniversity Mail account. To access these Contacts, use the "My Mail" application in the My.CQU Portal. 1. Log into the My.CQU Portal http://my.cqu.edu.au.

- 2. Students should see a box within My.CQU that lists any unread emails. This is called the "My Mail" application (pictured right).
- To view your Inbox, click on the "Launch 3. COUniversity Mail" icon.

My Mail	
2011 ALL Student Broadcast Email - Edition 1	16:35
Research Links for Assessment Item #1	16:34
Draft Group Assignment : JOUR 11001	16:32
Reminder: Afternoon tea @ Wed Jan 5 3pm - 4pm (s0095267@test.cqumail.com)	05/01
Launch	

4. A new window will open displaying your CQUniversity Mail Inbox. Click the "Contacts" label located in the left column (example pictured below).

Compose Mail	+ 2 + 2	Searc	ch contacts	S	earch	Import   Export   Prin
Inbox (/) Starred & Sent Mail Drafts (1) Bin Follow up Junk E-mail Misc Priority 3 more • Contacts Tasks • Test User Search, add or invite	My Contacts All Contacts Most Contacted	Sell           19           8           10           10           10           10           11           12           13           14           15           15           16           17           18           18           19           11           11           12           13           14           15           16           17           18           18           18           18           18           18	ect: all, None Alison Craza c99999999 Carly Chatterton Danika Lloyd David Druskovich Dawn Reid Deborah Byrne Delma Clifton Delma Clifton Delma Clifton Delma Clifton Emma Aiken Jennifer Pregenzer Julie Bradshaw Katharine Wright Kim Lillian Masters CQI Lisa Dunkinson Madeleine Else Mcleod, Adam Pregenzer, Jen	Edit & Contacts 26 contacts	Groups * My Contacts is a view all of the co important to you own groups of co many people at o Missing someon It's easy to add f My Contacts usi View Sugge Got duplicate co We can help you duplicate contact Find duplicat	Delete group      place to import, store and     ntact information that's . You can also create your     ntacts to easily email     once.     requently emailed people to     ng our suggestions.     tearn more     ontacts?     ind and merge your     ts.     learn more



# Getting Started with Contacts for Students (continued)

### View your Personal Contacts

Students will see their contacts organised into three default groups. Click the group names to view the contacts:

- **My Contacts:** Any personal contacts that a student has imported or created in their Contacts Manager.
- All Contacts: All the contacts in the My Contacts, plus the email addresses of people that a student has emailed either within or outside of CQUniversity.



To add one or more of these addresses to My Contacts, select them, and then click "Move to My Contacts".

• **Most Contacted:** The 20 addresses the student most frequently uses. CQUniversity Mail will automatically update this list.

#### Create a New Contact

1. In the CQUni Mail Inbox, select the "Contacts" label in the left menu.

The Contacts Manager will open.

- Click the "New Contact" icon in the upper-left corner of the contacts manager.
- Enter the contact's information in the fields.
- 4. Click "Save".





## Getting Started with Contacts for Students (continued)

## Search for Contacts

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Students can search for contacts by typing in the search box at the top of the Contact window.

 Type in a first name, Last name or email address and then click "Search".

> CQUniversity mail finds all contacts that match the search criteria from email addresses of people you've corresponded with (Other Contacts) and from the CQUniversity Directory.

+ 2 + 2 .	steven	Search		Import   Export   Print	
My Contacts 26	Select: all, None Other Contacts (1)	🖉 Edit	🗟 Groups 🔻	The lete group	
All Contacts 39 Most Contacted 8 Search Results 14	Steven.waldron@cqum CQUniversity Directory (13)	Search F 1 result fo 13 results	Search Results for 'steven' result found in Other Contacts 13 results found in CQUniversity Directory		
	Bronwyn Stevens     Megan Stevens     Peta Stevenson-Clarke     Robert Stevens     Steven Askin     Steven Baker     Steven Morris     Steven Pace     Steven Price     Steven Senini     Steven Waldron     Steven Waldron     Wade Stevenson				

2. Click on a contact to view details. Students have an email address with the @cqumail.com domain as well as the role Student, Central Queensland University. Staff details include their Position, Faculty and Campus location.

## Delete a Contact

- In the CQUni Mail Inbox, select the "Contacts" label. The Contacts Manager will open.
- 2. In the **My Contacts** tab, click the checkbox next to the contact/s name that you wish remove.
- 3. Click "Delete Contacts".
- To delete a group click on the group name in the left-hand pane. With no contacts selected, click on **Delete** group to delete the whole group.



