

Getting Started with Contacts Basics for CQUniversity Students

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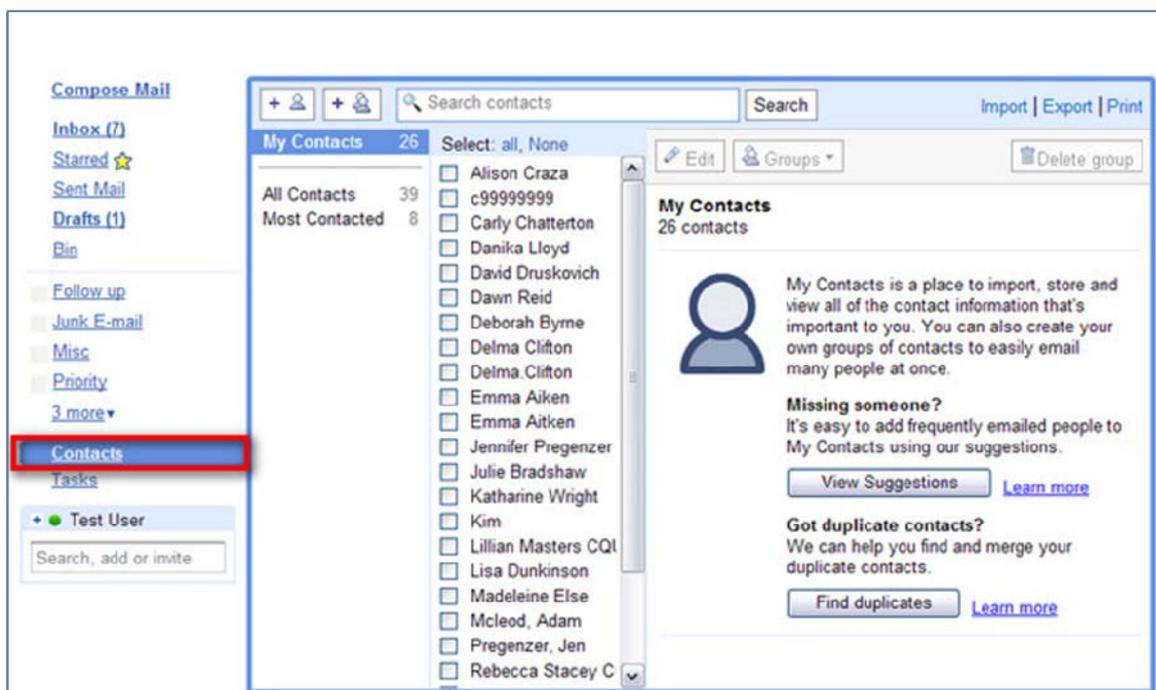
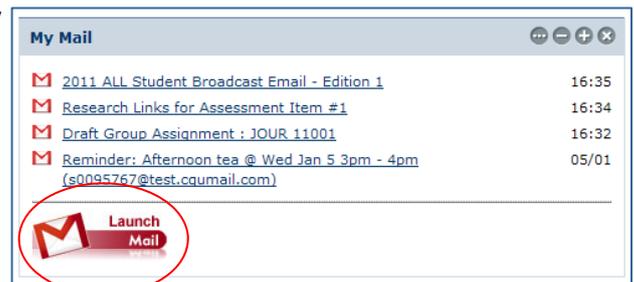
In each students CQUniversity Mail account, there is a **Contacts Manager** (an online address book).

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).
3. To view your Inbox, click on the **"Launch CQUniversity Mail"** icon.
4. A new window will open displaying your CQUniversity Mail Inbox. Click the **"Contacts"** label located in the left column (example pictured below).

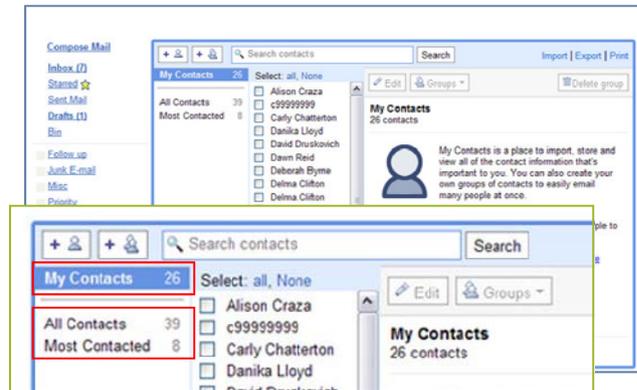


Getting Started with Contacts for Students (continued)

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”**.

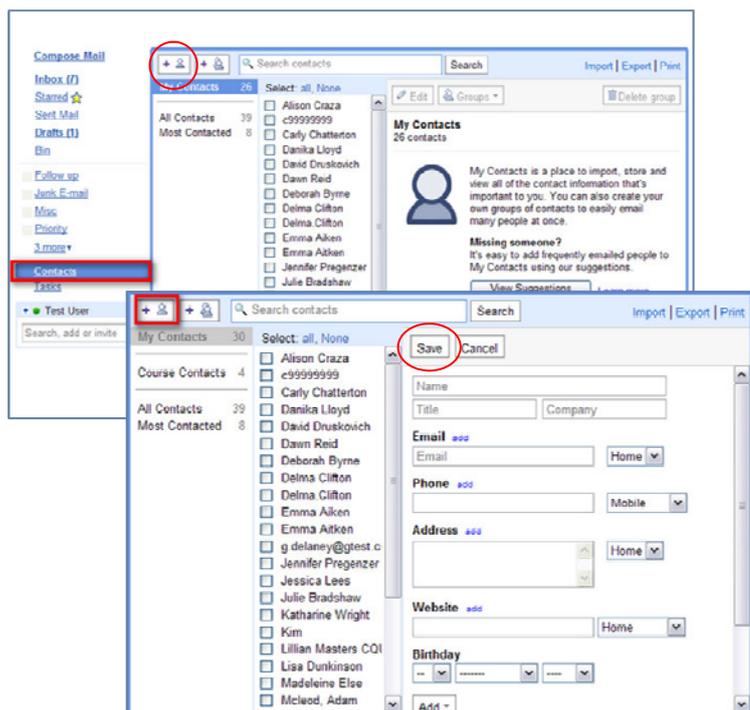
- **Most Contacted:** The 20 addresses the student most frequently uses. CQUniversity Mail will automatically update this list.

Create a New Contact

1. In the CQUni Mail Inbox, select the **“Contacts”** label in the left menu.

The Contacts Manager will open.

2. Click the **“New Contact”** icon in the upper-left corner of the contacts manager.
3. Enter the contact’s information in the fields.
4. Click **“Save”**.



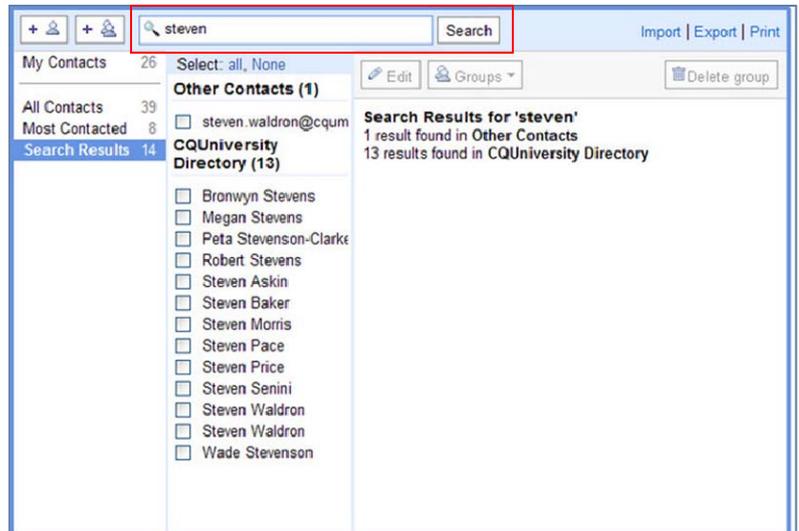
Getting Started with Contacts for Students (continued)

Search for Contacts

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

1. 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. 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

1. 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"**.
4. 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.

