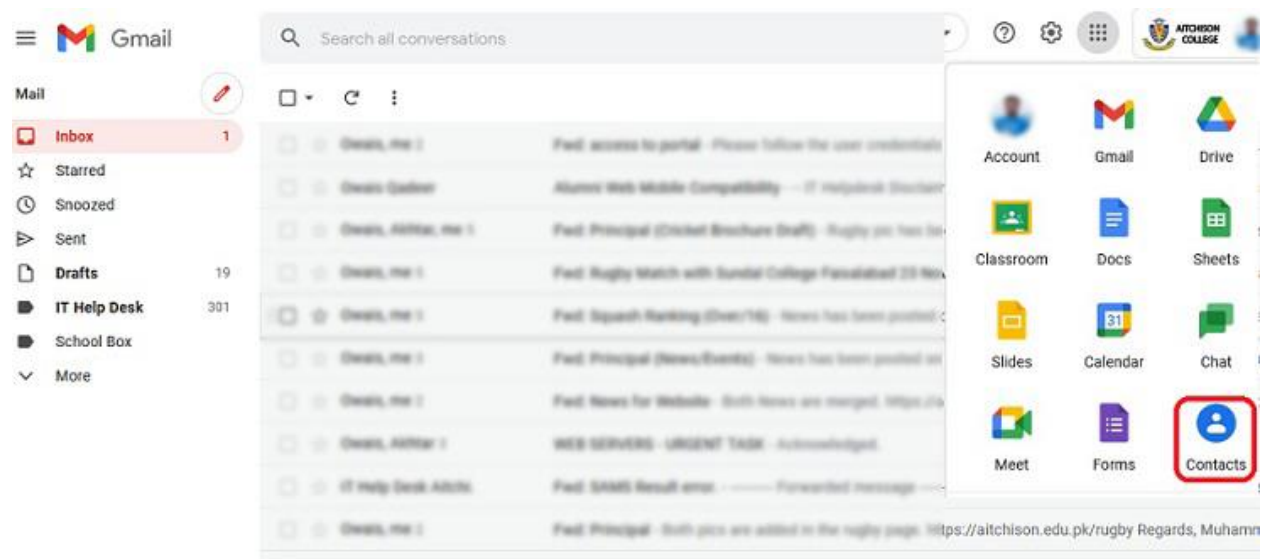


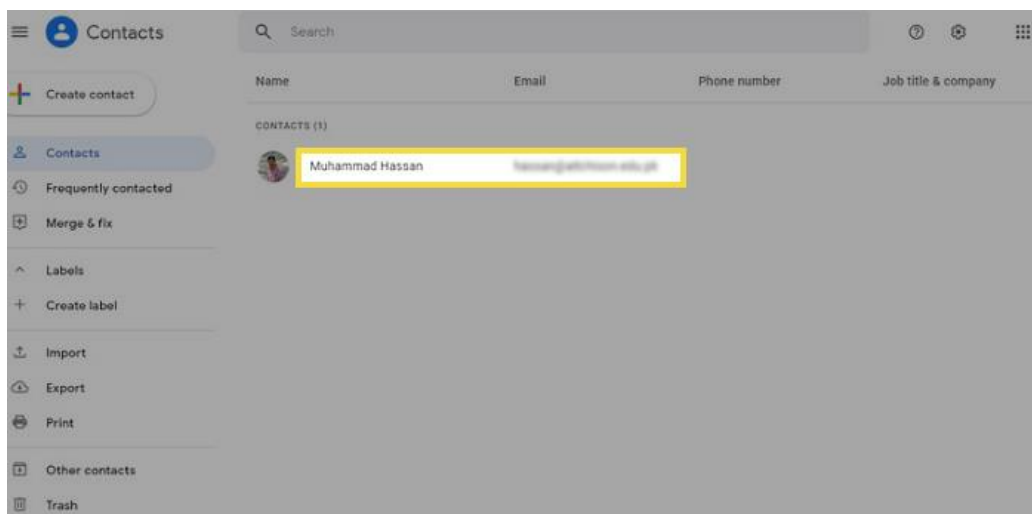
HOW TO EDIT EMAIL CONTACTS INFORMATION

If you are attempting to email someone from your contact list, but that person's name or email address is not appearing as it should, it might be entered incorrectly in your email contacts. Modifying the contact information could resolve the issue.

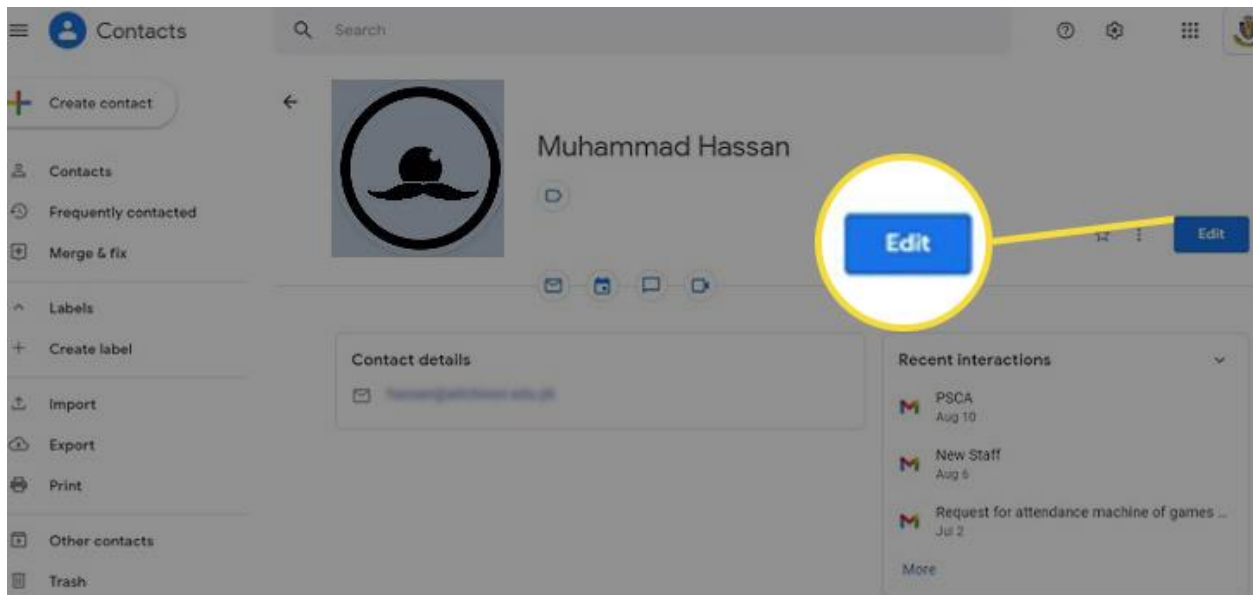
Select the Google Apps menu in the upper-right corner and choose Contacts.



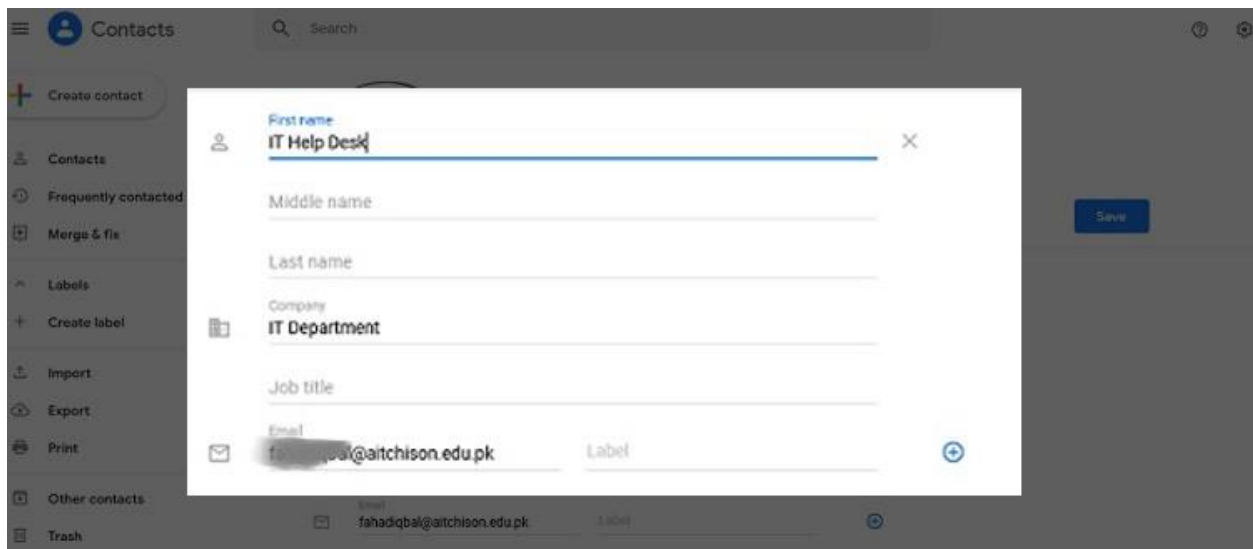
Click the contact you want to edit. The card for that contact opens.

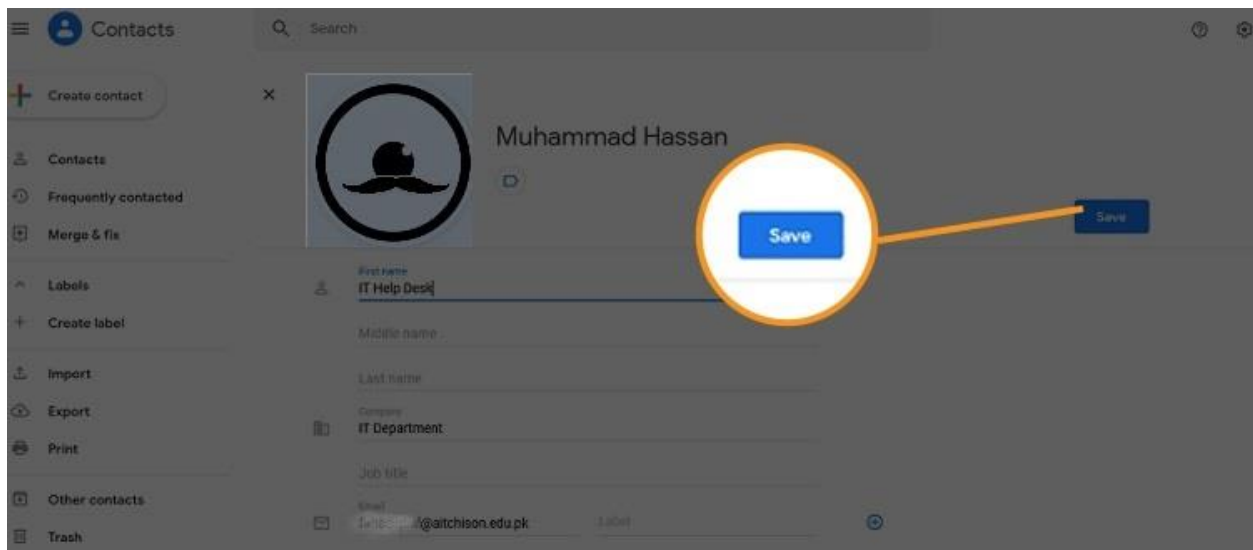


Click the **Edit** button.



Change the first name, last name, email address, or other information.





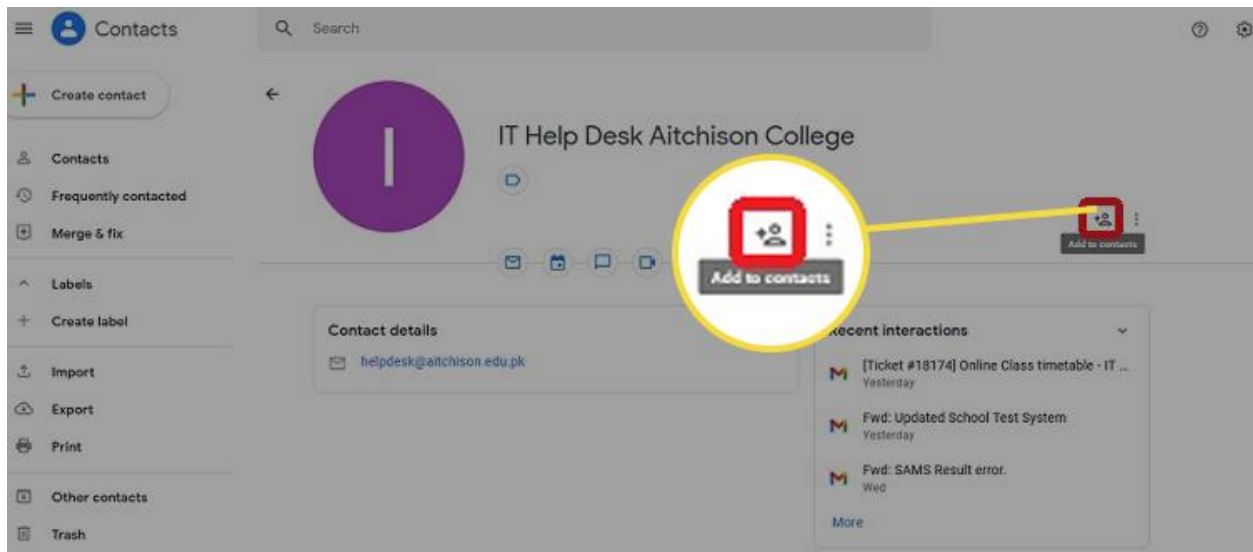
Select Save to apply the changes. The recipient's name and email address should appear correctly in messages going forward.

If contact not in **Contacts** list, then click **Frequently contacted** link from the left side.

The screenshot shows the 'Frequently contacted' contacts list. The list is organized into columns: Name, Email, Phone number, and Job title & company. The 'Frequently contacted' link is highlighted in the left sidebar.

Name	Email	Phone number	Job title & company
FREQUENTLY CONTACTED			
Akhtar Rafiq Web Developer	web@aitchison.edu.pk		
Owais Qadeer	owais@aitchison.edu.pk		
PA Principal	pa.principal@aitchison.edu.pk		
Farooq Ali Support Staff	farooq@aitchison.edu.pk		
IT Help Desk Aitchison College	helpdesk@aitchison.edu.pk		
Fahad Iqbal IT Department	fahadiqbal@aitchison.edu.pk		
M.Usman Irshad	usman.irshad@aitchison.edu.pk		
Asim Ansari	asim.mr@gmail.com		

Click the **Add to contacts** button.



For further information or assistance, please contact IT Helpdesk:

helpdesk@aitchison.edu.pk

Thank you