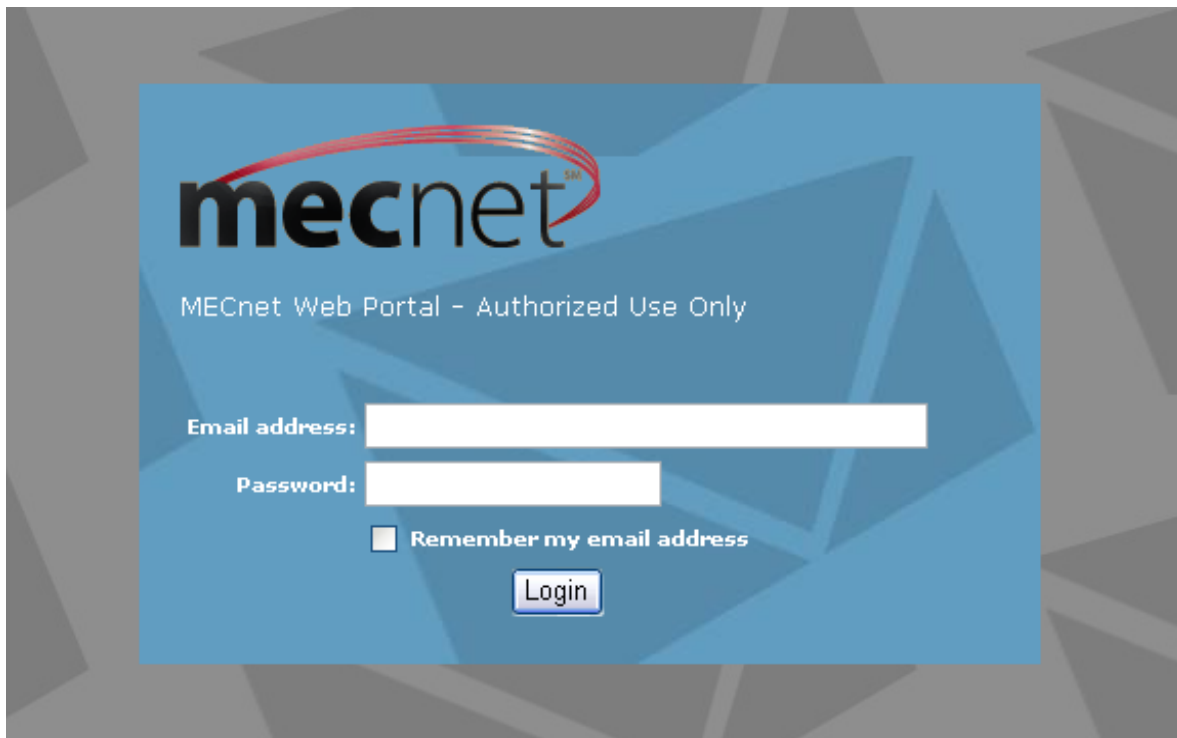


New Feature

MECnet Portal: Address Book Sharing



mecnetSM

MECnet Web Portal - Authorized Use Only

Email address:

Password:

Remember my email address

Login



MECnet is a division of Merrimack Education Center, a non-profit organization

Address Book Definition

The Address Book provides a convenient method and place to store contact information for easy retrieval and use. In addition to a default address book, you can create additional address books as necessary.

Creating Address Books

From the **Side Navigation** bar, click the **Address Book** link and then the **My Address Books** icon located on the top menu bar.

The screenshot shows the MECnet interface. On the left is a 'Side Navigation' bar with a tree view containing 'Mail Folders (53)', 'Address Book', 'New Contact', 'My Address Book', 'Shared Directory', 'Search', 'Calendar', 'Tasks', 'Notes', 'Bookmarks', 'File Storage', 'Forums', 'EZ-Post', 'MCAS Test Creator', and 'MECnet Support'. An arrow points from the 'Address Book' link in this bar to the 'Create Address Book' form. The top navigation bar includes 'My Address Books', 'Browse', 'New Contact', 'Search', 'Import/Export', 'Options', 'Help', and 'Log out', with a dropdown menu for 'My Address Book'. The 'Create Address Book' form has a 'Choose a name' text input field and a 'Create' button. Below it is the 'Edit Address Books' section, which includes a dropdown for 'Address Book', an 'Edit' button, and fields for 'Name' and 'Description' with a 'Save' button.

- Type the name of the address book in the white box provided
- Click the **Create** button

A confirmation, highlighted in yellow, will display at the top of the page. The new address book will now appear on the **side Navigation** bar.

This screenshot shows the same MECnet interface as the previous one, but with a yellow confirmation banner at the top that reads 'The address book "MECnet" was created successfully.'. The 'Create Address Book' form is now empty. The 'Delete Address Book' section has been added, featuring a dropdown for 'Address book to delete' and a 'Delete' button. The 'Edit Address Books' section remains the same. In the 'Side Navigation' bar, 'MECnet' is now listed under the 'Address Book' folder.

Address Book: Sharing

This action defines which address books you would like to share with other users. Permissions to Show, Read, Edit, and Delete are defined by 'all authenticated users' or manual entry of 'individual users'.

To share an Address Book: Under Edit Address Books

- Select the appropriate Address book in the drop-down menu
- Click the **Edit** button next to permissions
- In the permissions pop-up box, select Show, Read, Edit, and Delete permissions for 'All Authenticated Users' or 'Individual Users' based on your preference.
- Click the 'Save and Finish' button

