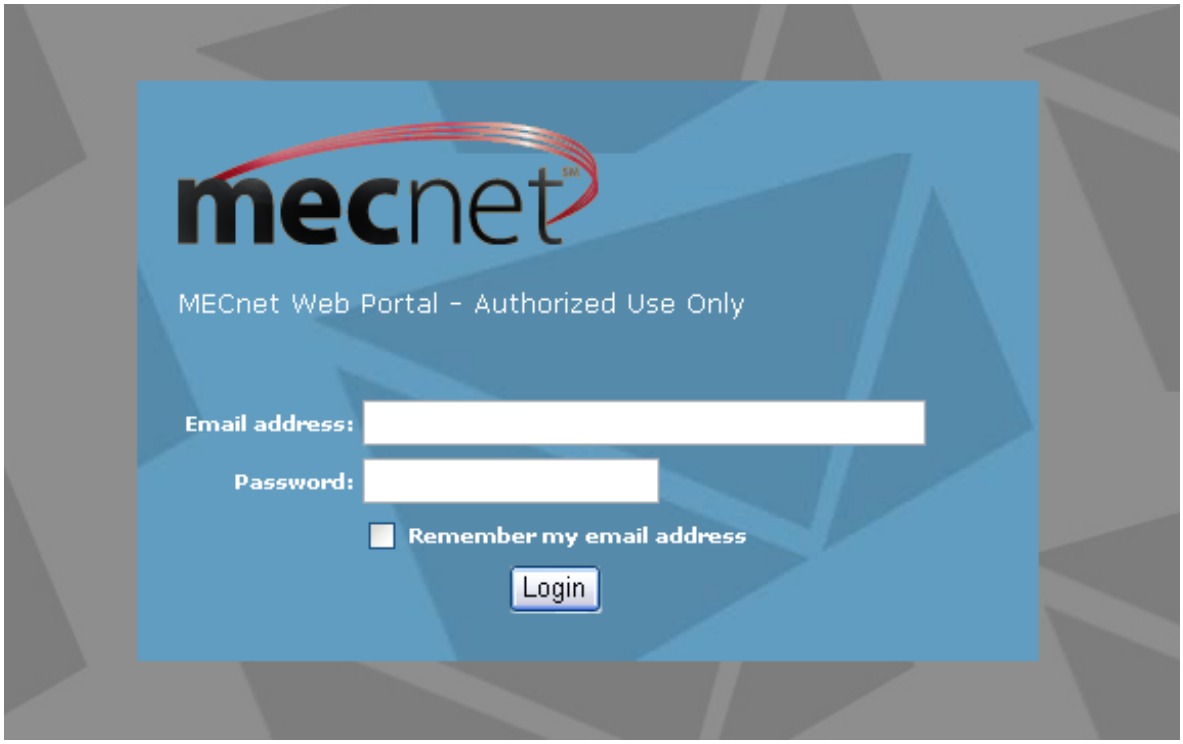
New Feature

MECnet Portal: Address Book Sharing



mecnet
Connecting people, places and ideas.

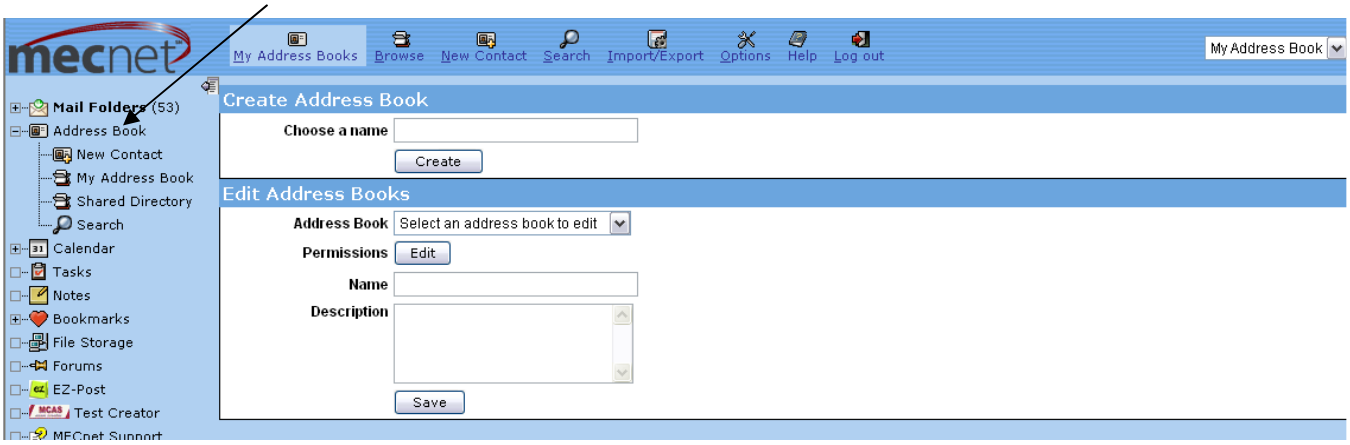
MECnet is a division of Merrimack Education Center, a non-profit organization

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.

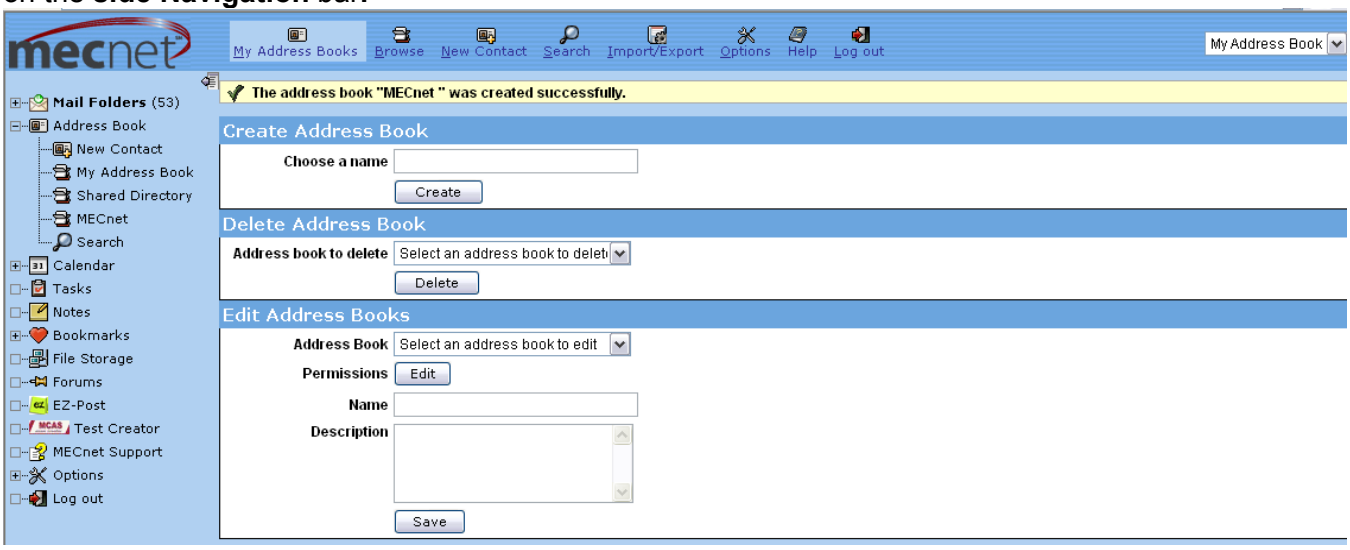
Creating Address Books

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



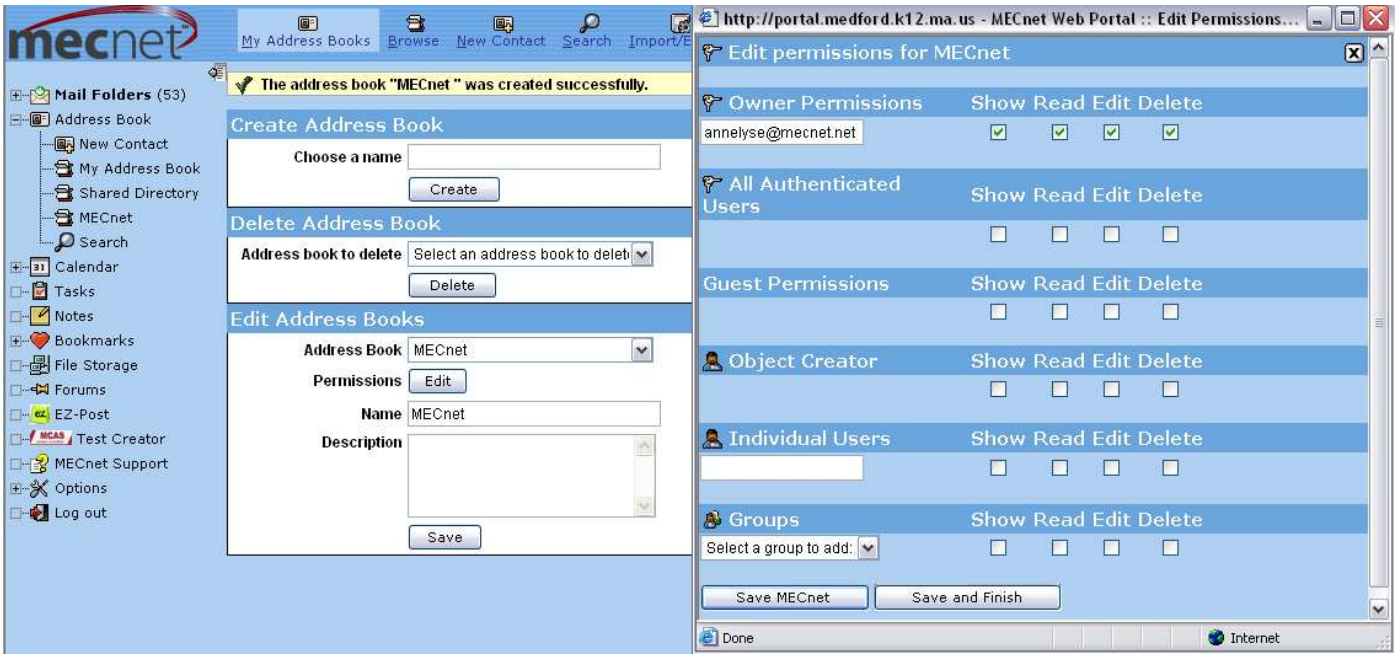
- Type the name of the address book in the white box provided
- Click the **Create** button

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**.**



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