Add or Delete Contacts

To Add Contacts

Select Contacts (from the little triangle next to Mail). This may open a new tab for the Contacts Preview. (If you prefer the "old" look of Contacts, see OR below.)

Then you can click on the box for New Contact. Fill in the information and click Add.

To Delete Contacts

Select Contacts (from the little triangle next to Mail). This may open a new tab for the Contacts Preview. (If you prefer the "old" look of Contacts, see OR below.)

In the Search bar at the top, type what you are looking for i.e., @usm.maine.edu, then click Enter.

This will find all of the matching contacts.
When you hover over the circle for an individual, you can click the boxes for the ones you want to delete, then click on the Trash can at the top right.

OR, to return to the “old” way of viewing contacts...

Scroll down on left to Leave the Contacts Preview.

In the Search bar at the top, type what you are looking for i.e., @usm.maine.edu, then click Enter.

This will find all of the matching contacts.

Click the boxes for the ones you want to delete, then select More, Delete Contacts.