

## **MS Works 2007 Address Book**

Must first create and name your Contacts Address book in Ms Works. Save the Contacts as a file in your My Documents folder.

Example: C:\My Documents\Jean\Contacts

1. Open MS Works
2. Click Programs tab
3. Click Address Boook
4. Click New Contact
5. Click Name & email tab.
6. Click Home to enter address & phone number.
7. Press OK.

Revised 5/30/2009 JMM