

Is someone who has moved recently in the district not getting your Email? You should update your Address book.

How to update your Address book

1. **Tools** menu, **Address book**.
2. Select the tab “**Frequent Contacts**”
3. In the white box that says **NAME**, type the name of someone who has switched schools. Such Claudia Richter, or Marsha Burkhalter. This mail may be routed to their old assignment.
4. Click on the **Remove** button, and click **OK** for the warning.
5. Next time you E-mail them it will be routed to the correct location.