

# PCC Webmail Tutorial: Email Address Book

## Address Books

PCC Webmail contains two types of address books. The first type is your Personal Address Books. It is recommended that frequently used email addresses be stored in your Personal Address Book. A Global Address Book containing the addresses for PCC's faculty and staff is also provided. You may not make changes to the Global Address Book.

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1   [Add address](#)

[Edit selected](#)   [Delete selected](#)

2   **Global address book**

Nickname	Name	E-mail	Info
<input type="checkbox"/> ACSCHAEFER	Aaron C Schaefer	<a href="mailto:ACSCHAEFER@pasadena.edu">ACSCHAEFER@pasadena.edu</a>	
<input type="checkbox"/> AGSOTELO	Aaron G. Sotelo	<a href="mailto:AGSOTELO@pasadena.edu">AGSOTELO@pasadena.edu</a>	
<input type="checkbox"/> ARMOGHRABI	Abdul R. Moghrabi	<a href="mailto:ARMOGHRABI@pasadena.edu">ARMOGHRABI@pasadena.edu</a>	
<input type="checkbox"/> ITVTECH	Account for ITV Techs	<a href="mailto:ITVTECH@pasadena.edu">ITVTECH@pasadena.edu</a>	

1. **Personal** - you may add and or delete as often as necessary.
2. **Global** - contains addresses for all persons on the PCC network. The Global address book cannot be modified.

ZPMATTHEWS   Zachary P Matthews   [ZPMATTHEWS@pasadena.edu](mailto:ZPMATTHEWS@pasadena.edu)

YVZIMLER   Zimler   [YVZIMLER@pasadena.edu](mailto:YVZIMLER@pasadena.edu)

ZONE   Zone Email   [ZONE@pasadena.edu](mailto:ZONE@pasadena.edu)

[Edit selected](#)   [Delete selected](#)

3   **Add to Personal address book**

4   Nickname:  Must be unique

5   E-mail address:

First name:

Last name:

6   Additional info:

[Add address](#)

Import CSV File:  [Browse...](#)   [Import CSV File](#)   [Export CSV File](#)

### 3. Add to Personal Address Book

- The first three fields (Nickname, E-mail address, and First name) must be filled in.
- Last name and Additional info are optional.

### 4. Nickname

- A reminder – could be a name “Joe” or a descriptor “Joe-Work”
- May be up to 16 characters and must be unique

### 5. E-mail Address

- Full address i.e. Joe@pasadena.edu
- If the full e-mail address is not correct, the mail will not be delivered.

### 6. Info Field (A field to place a reminder about the email address, i.e., longer than the Nick Name.)

- Click on Add address once information is entered in required fields.
- A new screen will appear with the option to edit or delete the new address.

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Edit selected

Delete selected

### 7. Edit or Delete

- These two buttons allows a single address selection to change any of the above fields, or delete the entire entry.
- Only one entry at a time allowed for the edit button.