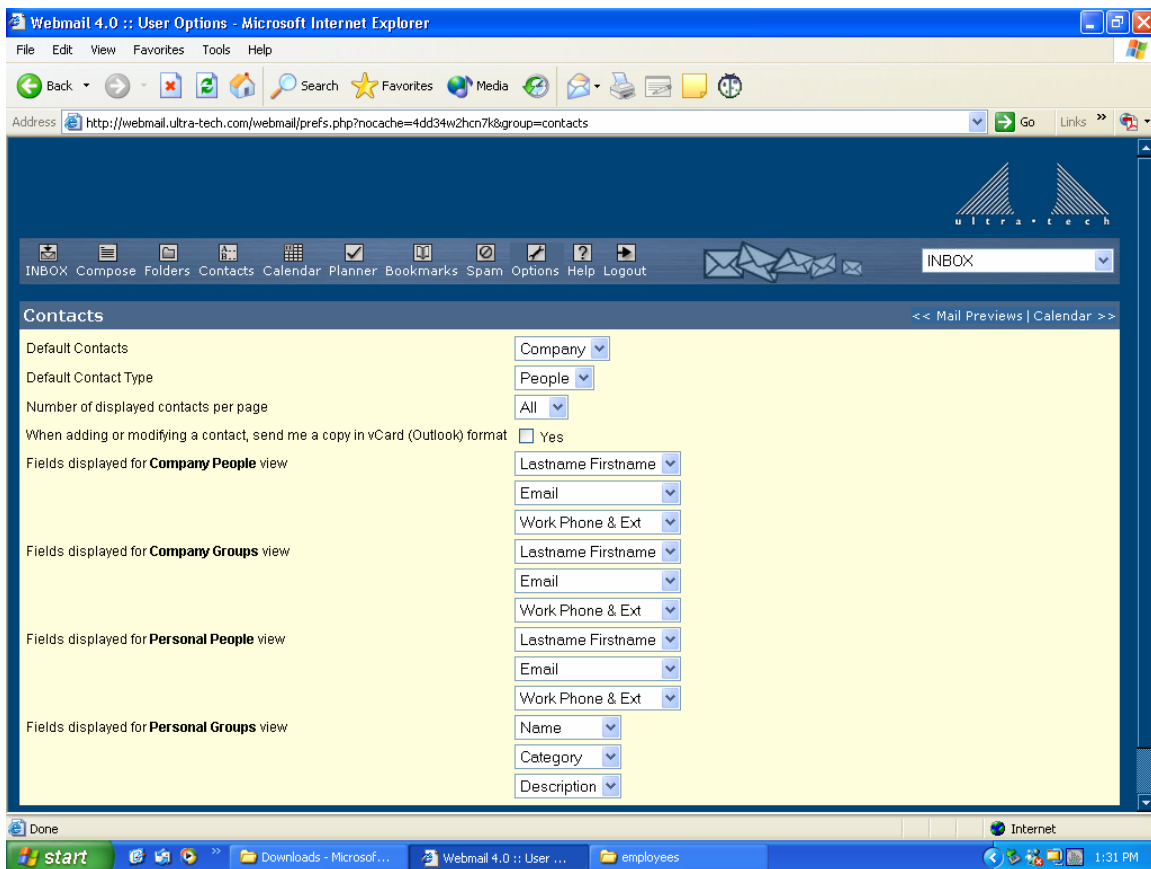


How to Print the Company Directory

To print a copy of the Company Directory you must logon to webmail and print the contacts page. You can do this for your personal contacts as well as the company and external contacts.

The default configuration of Webmail is to display 10 contacts at a time, so you will have to configure the contacts option to list all contacts at the same time. To do this use the following procedure.

1. Logon to WebMail.
2. Click the **Options** menu item at the top of the Webmail screen.
3. Click the **Contacts** link.
4. Change the **Number of displayed contacts per page** setting to **ALL** as in the following screen print.



5. Click the **Save Options** button at the bottom of the screen.
6. Click on the **Contacts** menu item at the top of the Webmail screen and you can now print you Company Directory.