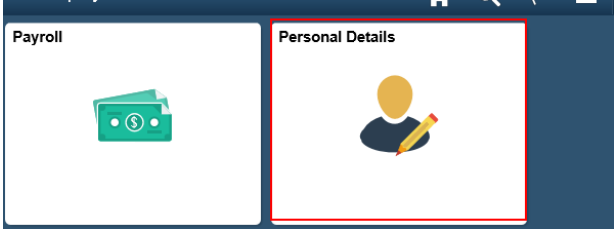
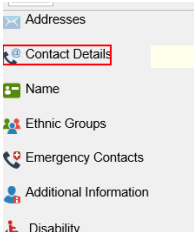

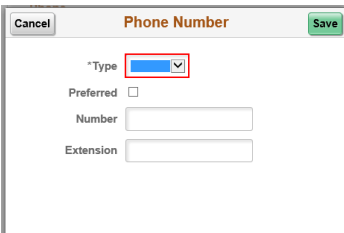
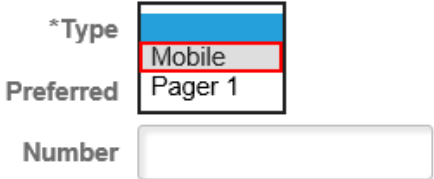
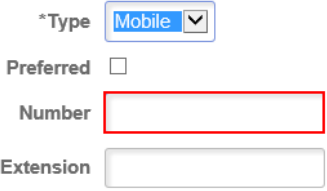
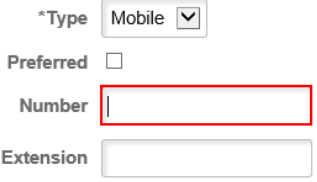




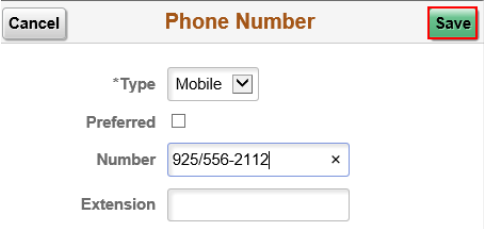
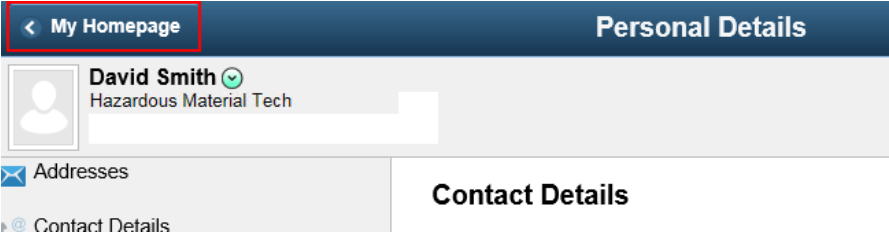
Adding an Additional Phone Number

Step	Action									
1.	<p>Click the Personal Details button.</p> 									
2.	<p>Click the Contact Details link.</p> 									
3.	<p>The Information panel now displays your contact information: phone numbers and email addresses.</p> <p>You currently have two phone numbers stored in the system: a business number and a home number. Your business phone is marked as your preferred number.</p> <p>For this example, you will add your cell (mobile) phone number, 925/556-2112, to the system. You will leave the business phone as your preferred phone.</p>									
4.	<p>Click the Add Phone button.</p> <p>Contact Details</p> <p>Phone</p>  <table><thead><tr><th>Number</th><th>Extension</th><th>Type</th></tr></thead><tbody><tr><td>925/335-1709</td><td></td><td>Business</td></tr><tr><td>925/558-5524</td><td></td><td>Home</td></tr></tbody></table>	Number	Extension	Type	925/335-1709		Business	925/558-5524		Home
Number	Extension	Type								
925/335-1709		Business								
925/558-5524		Home								
5.	<p>The Phone Number dialog box page displays. Use the fields on this page to enter your cell (mobile) phone number, 925/556-2112.</p> <p>You will not mark this number as your preferred number. Only one phone number can be marked as preferred.</p>									



Step	Action
6.	<p>Click the Type list.</p> 
7.	<p>Notice the Type field drop down lists contains only two types: Mobile and Page 1. You can store up to 4 phone numbers in the system--one of each of the following types:</p> <ul style="list-style-type: none"> -- Business -- Home -- Mobile -- Pager 1 <p>You cannot simultaneously store two phone numbers of the same type in the system. The system only allows you to select phone types that are currently available to you.</p>
8.	<p>Click the Mobile list item.</p> 
9.	<p>Click in the Number field.</p> 
10.	<p>Enter the desired information into the Number field. Enter a valid value e.g. "925/556-2112".</p> 



Step	Action
11.	<p>Click the Save button.</p> 
12.	<p>Notice the system issues a message across the top of the page indicating that you have successfully added your mobile phone.</p> <p>Also notice that the Phone grid now lists three phone types and that your business number is still your preferred number.</p>
13.	<p>Click the My Homepage button.</p> 
14.	<p>End of Procedure.</p>