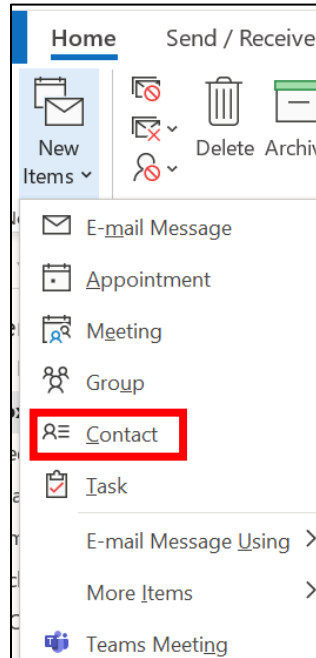


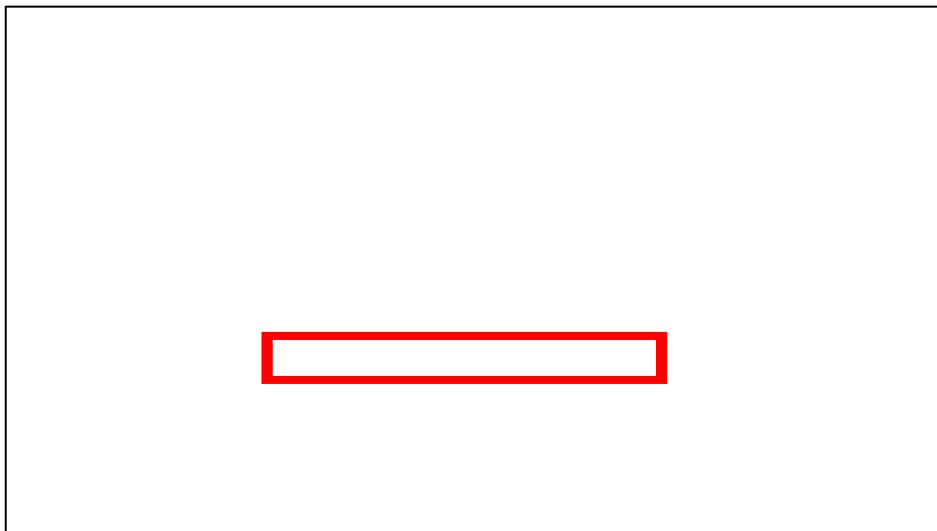
## Adding an Email Address to Your Contact List: Outlook

To ensure you receive emails in your inbox, you can add the email address to your contact list by following these quick steps.

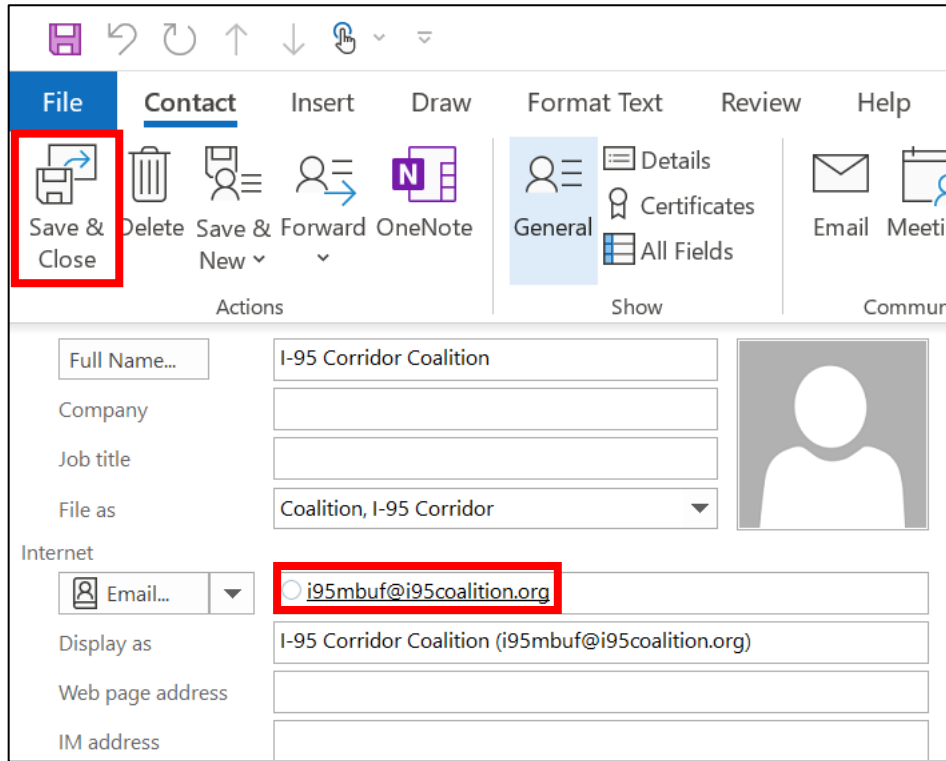
1. From the file menu select “New Items” and then “New Contact.”



2. Enter “I-95 Corridor Coalition” in the “Full Name” field.

A large, empty rectangular box representing a form field. At the bottom center of this box, there is a smaller, horizontal red rectangular box, which likely indicates the location of the 'Full Name' field mentioned in the previous step.

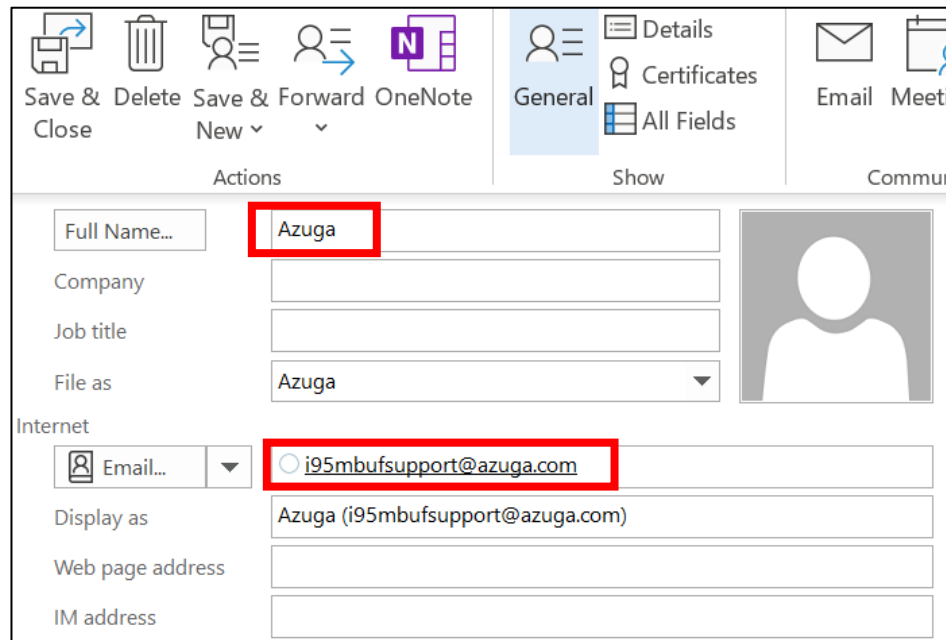
3. Enter the [i95mbuf@i95coalition.org](mailto:i95mbuf@i95coalition.org) in the “Email” field and click “Save & Close.”



The screenshot shows the Microsoft Office contact form interface. The 'File' tab is active, and the 'Save & Close' button is highlighted with a red box. The 'Email...' field is also highlighted with a red box and contains the text 'i95mbuf@i95coalition.org'. Other fields include 'Full Name...' (I-95 Corridor Coalition), 'Company', 'Job title', 'File as' (Coalition, I-95 Corridor), and 'Display as' (I-95 Corridor Coalition (i95mbuf@i95coalition.org)).

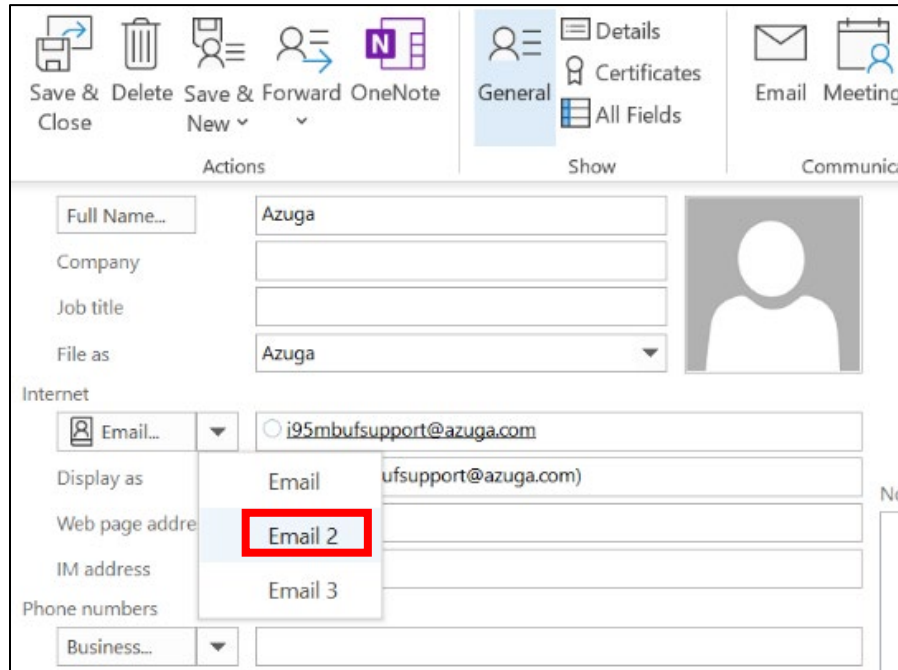
4. Repeat steps 1-3 to add the Azuga email addresses.

Tip: Before you “save” the email contact, you can enter the second Azuga email address under the same contact. Please see step 5 for help adding the second email address.



The screenshot shows the Microsoft Office contact form interface. The 'Full Name...' field is highlighted with a red box and contains the text 'Azuga'. The 'Email...' field is also highlighted with a red box and contains the text 'i95mbufsupport@azuga.com'. Other fields include 'Company', 'Job title', 'File as' (Azuga), and 'Display as' (Azuga (i95mbufsupport@azuga.com)).

5. Before saving and closing the Azuga contact, click on the arrow next to “Email” and select Email 2.”



6. Enter [noreply@azuga.com](mailto:noreply@azuga.com) and save the contact.

