Editing Your Contact Information from the Contacts Tool

1. Make sure your Edit Mode is On.
2. Click your Contacts button.
3. Click Create Contact.
4. In Section 1, fill out the fields with your information. The Email field is required.
5. In Section 2, choose Yes to Make the Profile Available.
6. If you have a picture of yourself that you would like to add, you can Browse... for it and attach the image.
7. In Section 3, click Submit.