

If you are:

- Using Comcast's web mail program and
- Having problems receiving a message from someone else sending messages to your Comcast account, add their email address to your Comcast address book. The procedures for doing this are listed below.

## How do I add a contact to my Comcast Webmail address book?

There are a number of ways you can add contacts to your Comcast Webmail address book. Choose one of the options below:

[Add a contact manually](#)

[Add a contact directly from an e-mail](#)

### Add a contact manually

1. Click the **Address Book** link in the left menu



2. Click **ADD CONTACT** at the top of your Address Book.



3. To add a contact, in the **General** page add the name and email address of the person trying to send you an email.

General Phone Address Internet Personal

First name (required): Middle Name: Last Name: Suffix:  
Test Account

Short cut (use shortcuts to quickly add contacts to an email):

Email Address:  
test\_account@comcast.net

Company:

Title:

Department:

Fill in contact information for every name in your Address Book.  
When you have entered all information, click save.

save cancel

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4. Click **save** when you are finished entering all contact information.

## Add a contact directly from an e-mail message

1. Open the e-mail message and then click on the link directly below the senders name, titled **Add to Address Book** (see image below).

**[Add to Address Book]**

2. Add the contact. The **Email Address** field will be pre-formatted with the address displayed in the sender's message. You may enter additional information in the **General**, **Phone**, **Address**, **Internet** and **Personal** pages. Use the tabs at the top to switch from page to page.

The screenshot shows a dialog box with five tabs: General, Phone, Address, Internet, and Personal. The 'General' tab is active. The form contains the following fields:

- First name (required):
- Middle Name:
- Last Name:
- Suffix:
- Short cut (use shortcuts to quickly add contacts to an email):
- Email Address:
- Company:
- Title:
- Department:

At the bottom of the dialog, there is a note: "Fill in contact information for every name in your Address Book. When you have entered all information, click save." and two buttons: "save" and "cancel".

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3. Click **save** when you are finished entering all contact information