


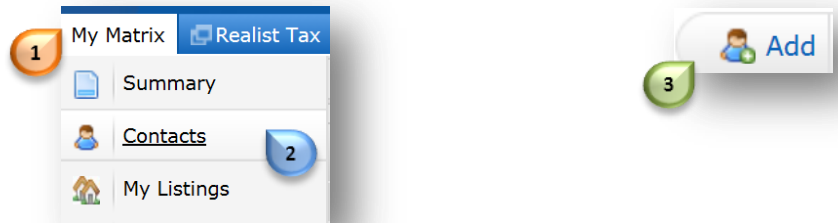




Add a Contact to Matrix

- Hover over **“My Matrix”** 
- Select **“Contacts”** 
- Click **“Add”** 



- Complete the **“Personal Information”** form 
- Click **“Save”** 

Note: Required fields are yellow

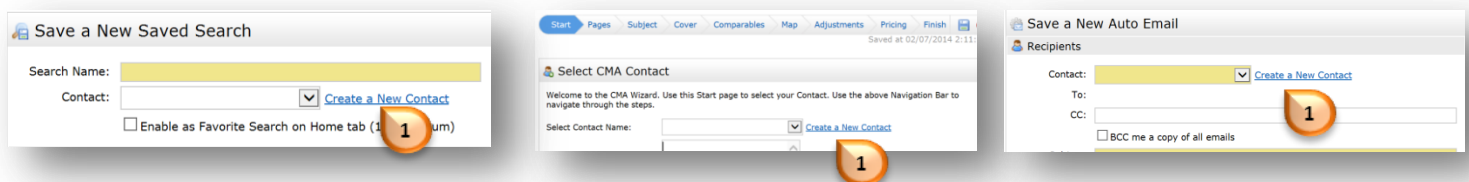
Note: Consider placing 2 names in the “First Name” field (Albert and Elsa)

Note: Enter up to 5 email addresses. Separate addresses with a comma and a space i.e. (Albert@Wehoo.com, Elsa@Wehoo.com)

Option II

A new contact can be added to Matrix when *Saving a Search*, *Creating a CMA*, or *Saving an Auto Email*

- Click **“Create New Contact”** 



- The **“Personal Information”** form will present (begin Step 4) 