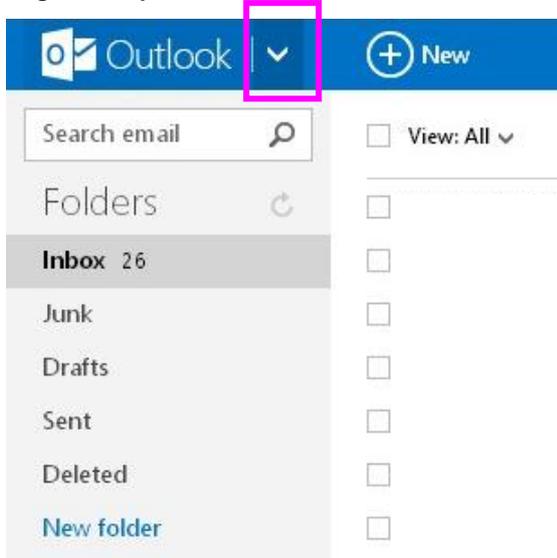**Adding email address to your address book – Hotmail and Outlook users**

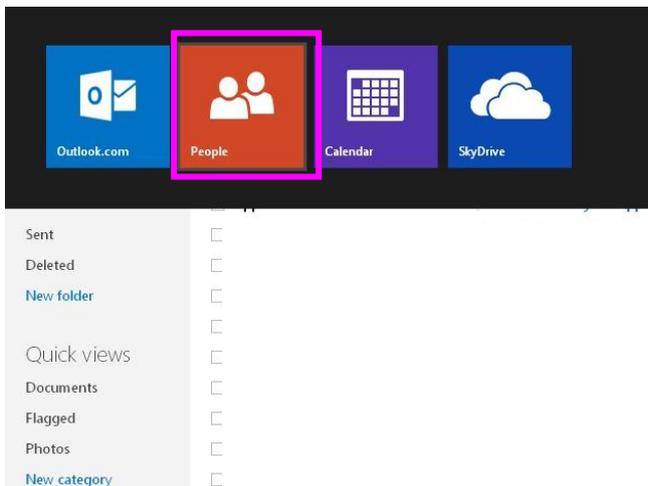Step 1:

Sign into your Hotmail account. Click the ⌄ button in the top-left corner.
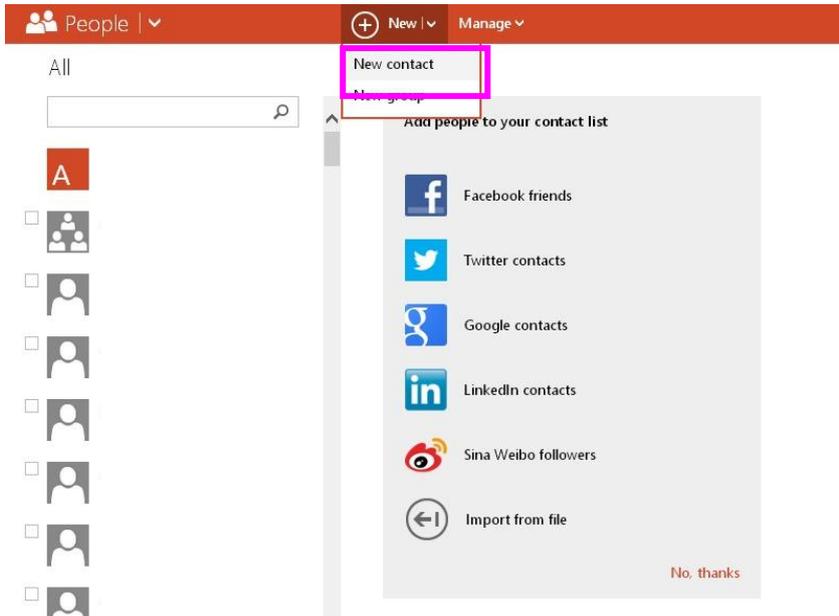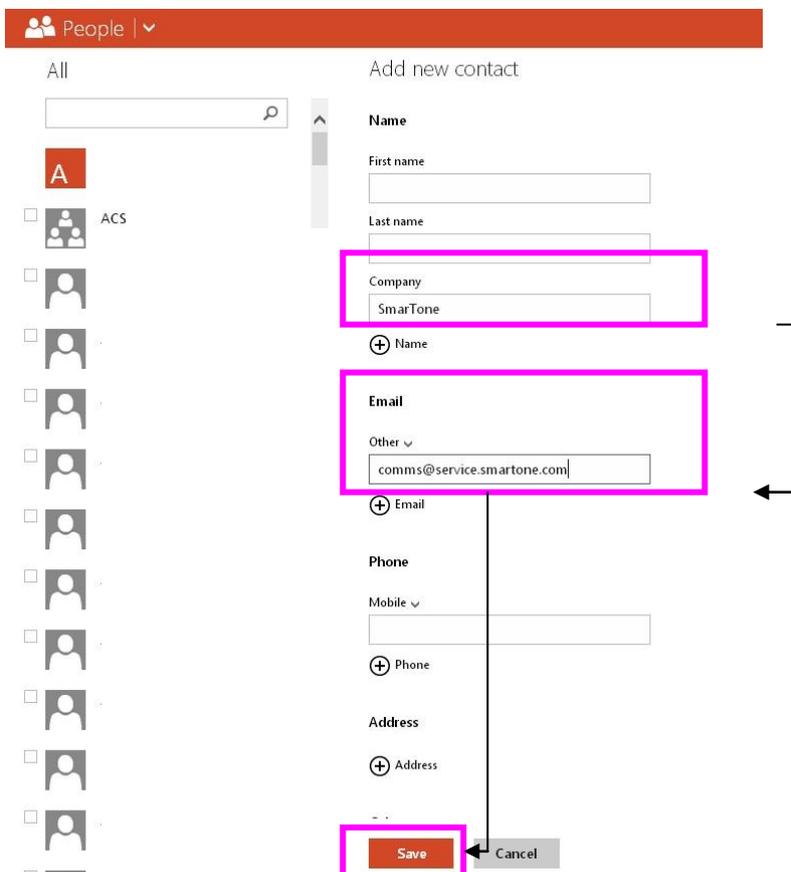

Step 2:

Click **People**.

Step 3:

Click **+ New** at the top of your **People** page, and then click **New contact**.

Step 4:

Enter SmarTone in the company field, and comms@service.smartone.com in the email field. Click **Save**.

Step 5:

Hotmail will display the saved contact.