# HP OfficeJet Enterprise Color MFP X585

Add contacts to the address book from the product control panel

If you are signed in to the product, contacts that you add to the address book will not be visible to other people who use the product.

If you are not signed in to the product, contacts that you add to the address book will be visible to all people who use the product.

NOTE: You can also use the HP◆Embedded Web Server (EWS) to create and manage the address book.

1. From the Home screen on the product control panel, touch the E-mail button.

   NOTE: If prompted, enter your user name and password.

2. Touch the Address Book 🔲 button that is next to the To: field to open the Address Book screen.
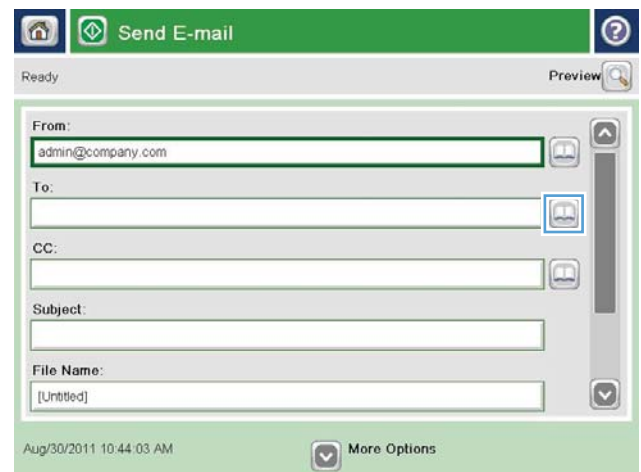
3. Touch the Add button that is in the lower left corner of the screen.

4. In the Name field, enter the name of the contact.

5. From the menu list, select the E-mail Address option, and then enter the contact's email address.

Touch the OK button to add the contact to the list.