

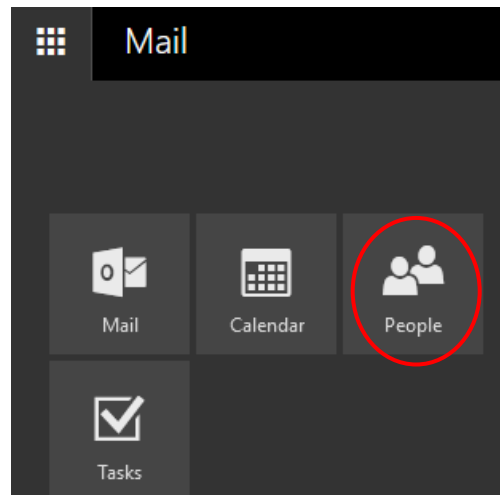
HAIMAIL ORGANISE CONTACTS

1) Login to your HAImail via <https://haimail.alumni.uni-heidelberg.de/>

2) After logging in, click on the "tile" symbol on the left

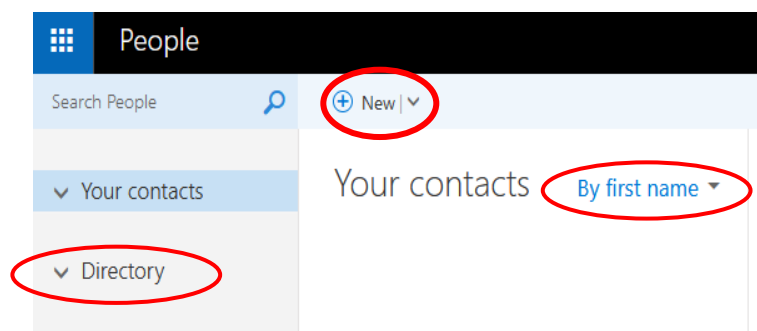


and then click on "People" in the selection that opens.



3) In the area that appears you can now e.g.

- Add new contacts
- Sort existing contacts
- Organise contacts in different lists
- And more



If you have any further questions, please do not hesitate to contact the HAImail administration via postmaster@alumni.uni-heidelberg.de.