

## **Doteasy KB**

### **Address Book: Add Friend**

Your Gallery Address Book contains all the contacts you have emailed a viewing invitation (both public and private albums) and/or have granted viewing permissions to private albums.

To manage your Address Book and to add a new contact, log into your Gallery admin panel and:

1. Click on "Address Book" in the top toolbar. This will open your Gallery Address Book.
2. Click on "Add User". The "Create User" window will open.
3. Under the "Login Information" tab, fill out all fields on the form.
4. Under the "Permission" tab, check the albums the new contact will be allowed to view. (Only private albums will be listed).
5. When ready, click on the "Add" button.

<https://kb.doteasy.com/questions/524/>