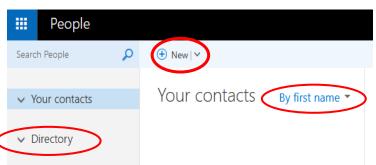
HAI HEIDELBERG ALUMNI INTERNATIONAL



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HAIMAIL ORGANISE CONTACTS

- 1) Login to your HAlmail via https://haimail.alumni.uni-heidelberg.de/
- 2) After logging in, click on Mail the "tile" symbol on the left Search Mail and People Ω and then click on Mail "People" in the selection that opens. 0 7 Mail Calendar People $\mathbf{\nabla}$ Tasks
- 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 <u>postmaster@alumni.uni-heidelberg.de</u>.