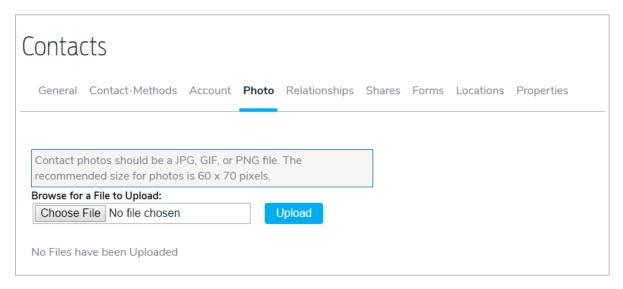
## **Contact Photo**

- 1. To upload an image for the contact, open the contact record.
- 2. Click the Photo tab.



- 3. Click Choose File.
- 4. Locate the photo on your local computer or network drives.
- 5. Select the file, then click Open.
- 6. Click Upload to save the photo the record.