## View, Filter & Sort Contacts

To view an existing contact, click the Contacts icon in the navigation bar, then click the

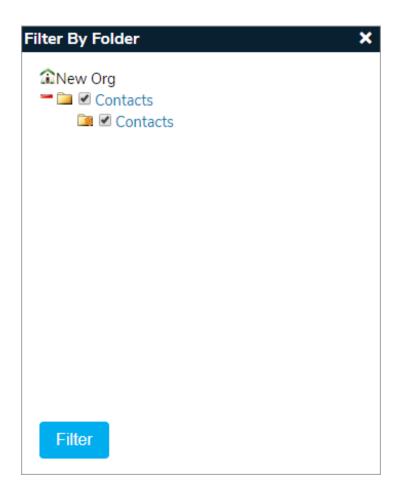
in the Actions column.

To edit the record, click the

icon.



To filter the records by folder, click Filter, then select a folder.



To sort the records, click the First Name, Last Name, or Title headers.