

# Address Book

(Dashboard >> Company >> Address Book)

## Overview

The *Address Book* interface manages all addresses associated with your *Manage2* account.

## Add a new address

To add a new address, perform the following steps:

1. Click *Add address* at the bottom of the interface.
2. Enter a name for the address in the *Address Nickname* text box. This address nickname identifies the account in your address book.
3. Enter the full name of the contact person in the *Contact* text box.
4. Enter the contact's address, city, state or province in the provided text boxes.
5. Select the contact's country in the *Country* menu.
6. Enter the contact's zip or postcode in the *Zip/Postcode* text box.
7. Click *Save*.

## Update an address

To update an address, perform the following steps:

1. Click *Update* below the address.
2. Make the changes to the information.
3. Click *Save*.

## Delete an address

To delete an address, click *Delete* under the address.

**Note:**

You **cannot** delete an address linked to one or more aspects of your *Manage2* account.

### In This Document

### Related Documentation

- [Address Book](#)
- [Update My Information](#)
- [Update Company Information](#)

### For Developers

## Content by label

There is no content with the specified labels