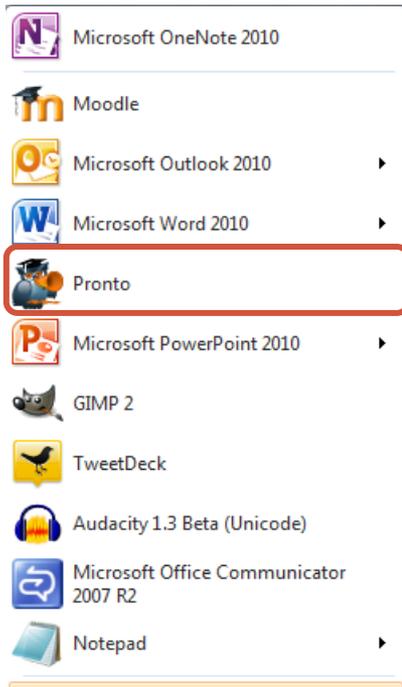


PRONTO

Add a contact to your list





To add a person to Pronto, that person must have Pronto installed on his or her computer. If you try to add someone who does not have Pronto, it will not work.

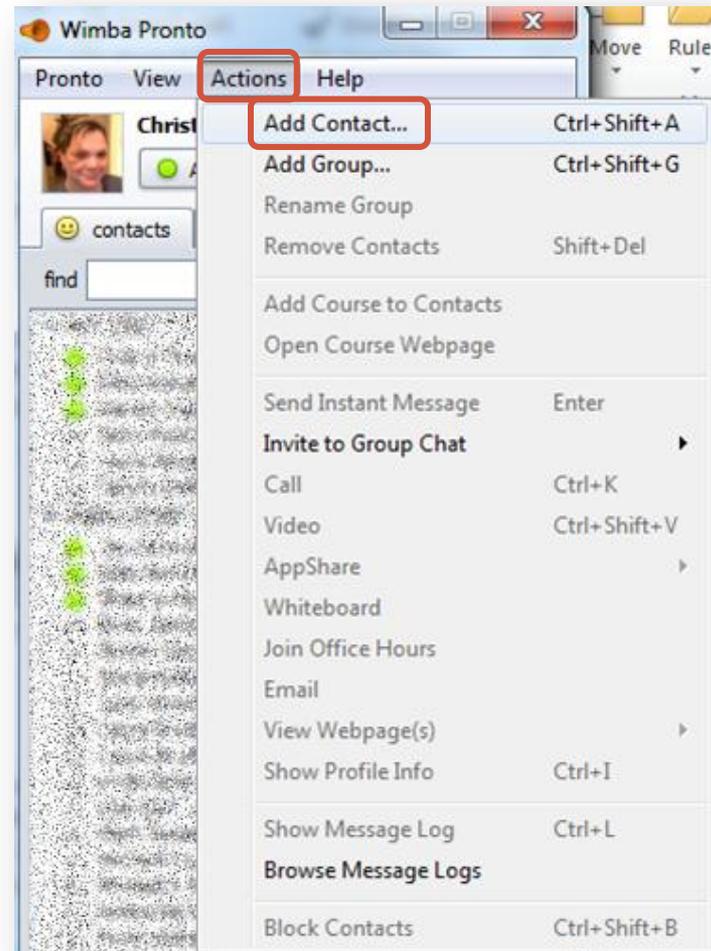
The Pronto ID will be the same as the first section of the institutional email address before the “@” sign.

For example, my email address is christine.crawford@mayvillestate.edu. Therefore, my Pronto ID is christine.crawford.

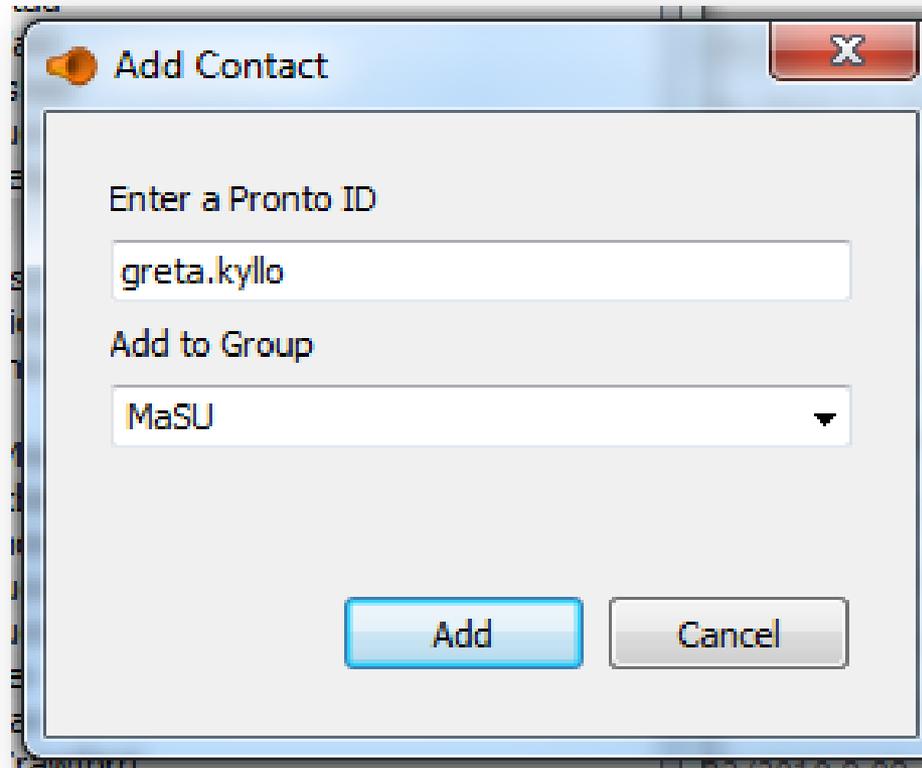
Follow the steps below to add a contact.

To add a Contact

In Pronto, Click **Actions** and **Add Contact...**



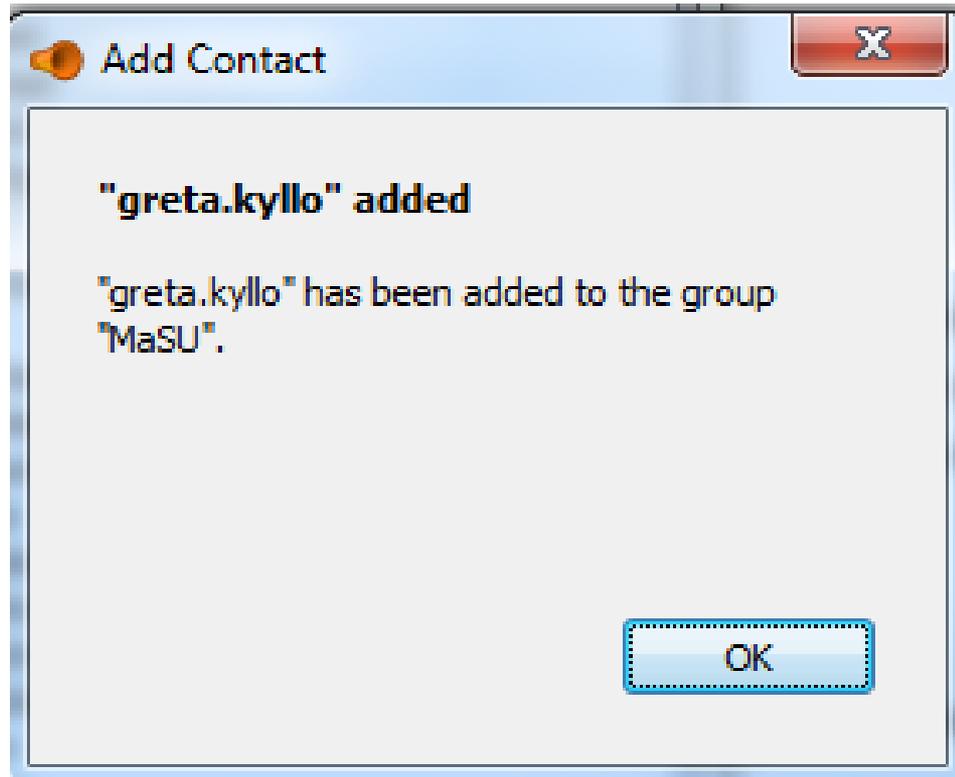
Insert the person's Pronto ID and choose the Group from the drop down box. Click **Add**.



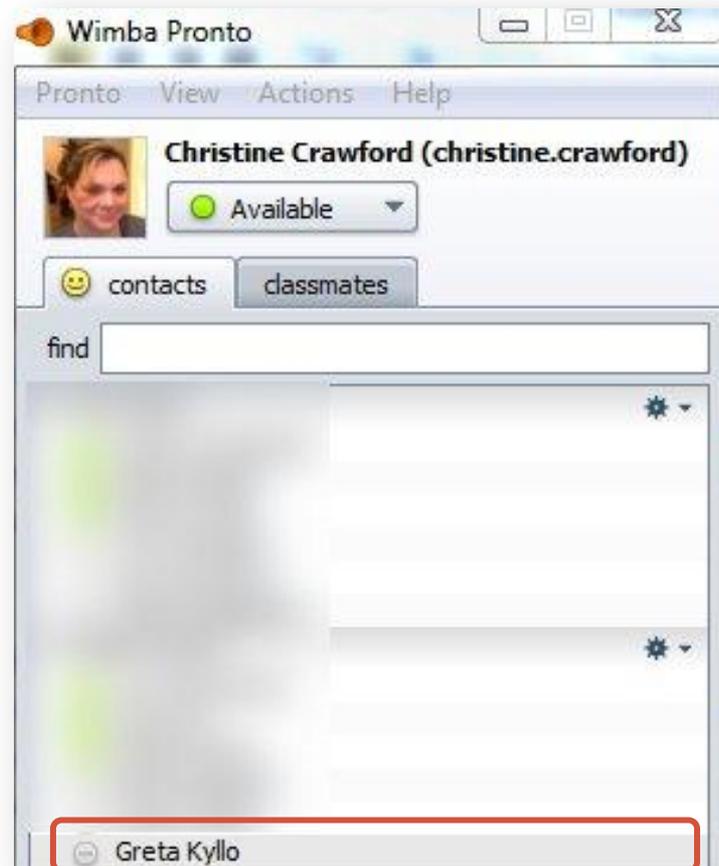
The image shows a software dialog box titled "Add Contact". It features a close button (X) in the top right corner. The main content area contains two input fields: a text box labeled "Enter a Pronto ID" with the text "greta.kyllo" entered, and a dropdown menu labeled "Add to Group" with "MaSU" selected. At the bottom of the dialog are two buttons: "Add" and "Cancel".

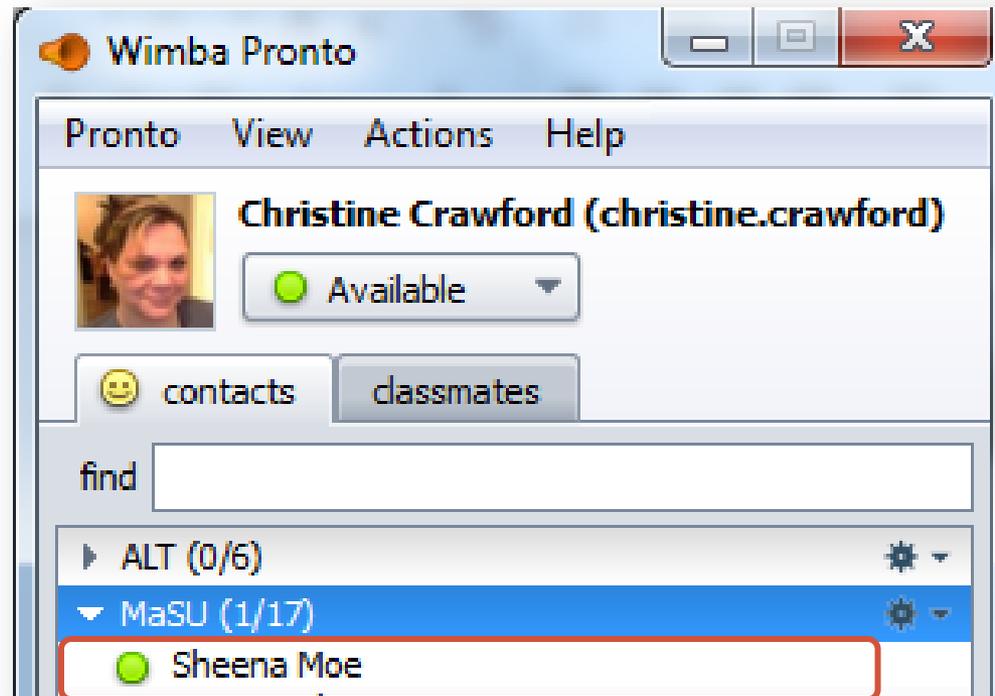
([Download this PDF](#) for information on how to manage groups.)

Click **OK**.



That person should be added to your **Contacts** list.



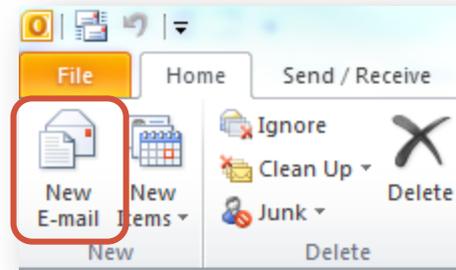


The green dot means he or she is online.

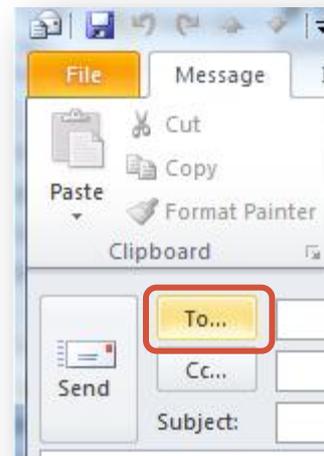
To find someone's Pronto ID:

If you don't know someone's Pronto ID, you can try to find it by taking the following steps (This only works for people associated with MaSU):

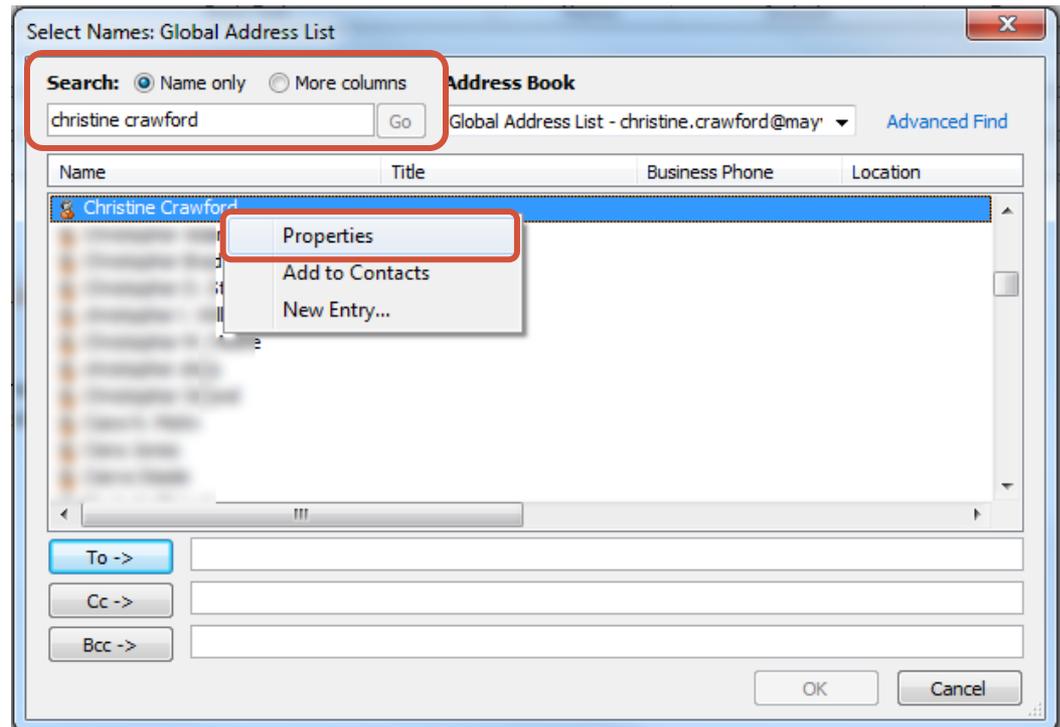
1. In Outlook, click on the **New E-mail** button.



2. Click the **To...** button.



3. Type the person's name in the **Search:** box (make sure the **Name Only** radio button is chosen). Hit **Enter**.
4. If the name is found, **right-click** and choose **Properties**



5. Look at the **Alias** section – this shows you the most likely Pronto ID.

The screenshot shows a contact form window titled "Christine Crawford". The form has several tabs: "General", "Organization", "Phone/Notes", "Member Of", and "E-mail Addresses". The "General" tab is selected. The form contains the following fields:

Name		
First:	Christine	Initials: <input type="checkbox"/>
Last:	Crawford	
Display:	Christine Crawford	Alias: christine.crawford
Address:	<input type="text"/>	Title: <input type="text"/>
		Company: <input type="text"/>
City:	<input type="text"/>	Department: <input type="text"/>
State:	<input type="text"/>	Office: <input type="text"/>
Zip code:	<input type="text"/>	Assistant: <input type="text"/>
Country/Region:	<input type="text"/>	Phone: <input type="text"/>

At the bottom of the form, there are two buttons: "Add to Contacts" and "Actions". At the bottom right of the window, there are three buttons: "OK", "Cancel", and "Apply". The "Alias" field is highlighted with a red rectangle.

Note: You can add a contact from any other school using Pronto, whether they use Blackboard, Moodle or any other learning management system, but you must have the ID to add it. This method of finding an ID **only works for people associated with MaSU.**

Chat away!



Yarly

Questions? Call or email:

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or Chris Crawford christine.crawford@mayvillestate.edu (3-4709).

