



## How to Edit Company Information

Your Company Information appears in the footer (at the bottom) of all outgoing emails as contact information. It's important to keep your Company Information up to date so email recipients know how to get in touch with you.

- ➔ Click the “Company Information” link at the top of the EasyContact application screen.
- ➔ Click in any of the fields to update your Company Information by typing in new information.
- ➔ To hide your phone number so that it does not appear in the footer of the email, check the “Hide Phone in Footer” box.
- ➔ Click **Apply** to save your changes.