

## Before you begin

To get the most out of this exercise and the other exercises that are included with this module, we recommend that you have the standard sample data available in Finance and Operations that is installed using Lifecycle Services (LCS).

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## Exercise: Configure address books

As an IT manager in USMF, you need to create an address book and describe the party records for each retail store location. You also need to create a new party and associate the party with an address book. Finally, you need to use this party to create a prospect.

1. Under the Navigation Pane, go to **Organization administration > Global address book > Address books**.
2. Click **New**.
3. In the **Name** field, enter RomeStore.
4. In the **Description** field, enter Rome Store.
5. Click **Save**.
6. In the **Available Teams** list, find and select the **Safety team**.
7. Click the right arrow to add the **Selected Teams**.
8. Click **Save**.
9. Under the Navigation Panel, go to **Common > Common > Global address book**.
10. Click **New**.
11. In the **Type** field, select **Person**.
12. In the **First name** field, enter your first name.
13. In the **Last name** field, enter your last name.
14. In the **Address books** field, select RomeStore.
15. Click **Save**.
16. Close all pages.