

# Editing an Address on fedex.com

## ➤ Step by Step

1. Select the desired contact.

The screenshot shows the FedEx Address Book interface. At the top, there is a search bar and navigation links for Package/Envelope, Freight, Expedited, and Office/Print Services. Below this, there are tabs for Ship, Track, Manage, and Business Solutions. The main content area is titled "Address Book" and includes a "Logout" link and a "Help" dropdown. A "Welcome, Chris Smith" message is displayed. Below the message, it states "Your Address Book contains: 149 addresses (6% of a maximum 2500)". There is a search bar and a "Go" button. A dropdown menu shows "Display addresses for All". Below this, there is a "View:" section with a list of letters and numbers: ALL, A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z, 0, 1, 2, 3, 4, 5, 6, 7, 8, 9. A table lists contacts with columns for Contact name, Contact ID, Company, Country/Location, and Checked. The contact "sales123" is selected, indicated by a red checkmark in the "Checked" column and a purple arrow pointing to the "Contact name" cell. Below the table, there is an "Add to Group" dropdown and a row of buttons: Create address, Duplicate, Edit, Delete, Check address, Schedule a pickup, and Ship.

2. Click the *Edit* button.

The screenshot shows the same FedEx Address Book interface as the previous one. The contact "sales123" is now selected, indicated by a green checkmark in the "Checked" column and a purple arrow pointing to the "Contact name" cell. The "Edit" button in the bottom row of buttons is highlighted with a red box and a purple arrow pointing to it.

3. Edit the appropriate contact information.

[Español](#) | [Customer Support](#) | [FedEx Locations](#)

[Package Envelope](#) [Freight](#) [Expedited](#) [Office/Print Services](#)

[Ship](#) [Track](#) [Manage](#) [Business Solutions](#)

[Logout](#) [Help](#)

### Address Book

[Addresses](#) [Groups](#) [Import / Export](#) [Customize](#)

#### Create / Edit Address

Welcome, **Chris Smith**

\* Denotes required field [Clear all fields](#)

**Contact Information** [Help](#)

Contact ID:

\* Country/Location:

Company:

\* First name:

\* Last name:

OR

Contact name:

**Shipping Specific (optional)** [Help](#) [Edit](#)

Enter shipping defaults for this recipient

**Billing Details (optional)** [Help](#) [Edit](#)

Enter billing defaults for this recipient

**Pickup/Drop-off (optional)** [Help](#) [Edit](#)

Schedule a pickup or find the nearest drop-off location.

**E-mail Notifications (optional)** [Help](#) [Edit](#)

Enter notification defaults for this Contact

[Cancel](#) [Save](#)

4. Edit any of the desired options under each module.

[Logout](#) [Help](#)

### Address Book

[Addresses](#) [Groups](#) [Import / Export](#) [Customize](#)

#### Create / Edit Address

Welcome, **Chris Smith**

\* Denotes required field [Clear all fields](#)

**Contact Information** [Help](#)

Contact ID:

\* Country/Location:

Company:

\* First name:

\* Last name:

OR

Contact name:

\* Address 1:

Address 2:

\* City:

\* State:

\* ZIP:

**Shipping Specific (optional)** [Help](#) [Edit](#)

Enter shipping defaults for this recipient

**Billing Details (optional)** [Help](#) [Edit](#)

Enter billing defaults for this recipient

**Pickup/Drop-off (optional)** [Help](#) [Edit](#)

Schedule a pickup or find the nearest drop-off location.

**E-mail Notifications (optional)** [Help](#) [Edit](#)

Enter notification defaults for this Contact

**Complete Your Entry** [Help](#)

[Cancel](#) [Save](#)

5. Click the *Save* button.



United States

Company: ABC Company

\* First name: John

\* Last name: Smith

OR

Contact name: John Smith

\* Address 1: 123 North Ave

Address 2:

\* City: Memphis

\* State: Tennessee

\* ZIP: 34567

\* Phone no.: 901-555-5555 ext.:

Fax no.:

Department:

This is a residential address

Skip automatic address checking

Save as: Recipient & Sender

Add to: Group

Billing Details (optional) [Help](#) [Edit](#)

Enter billing defaults for this recipient

Pickup/Drop-off (optional) [Help](#) [Edit](#)

Schedule a pickup or find the nearest drop-off location.

E-mail Notifications (optional) [Help](#) [Hide](#)

E-mail	Notification type
Sender	
john.smith@abccompany.com	<input type="checkbox"/> Ship <input checked="" type="checkbox"/> Pickup
English	<input type="checkbox"/> Exception <input checked="" type="checkbox"/> Delivery
Recipient	
	<input type="checkbox"/> Ship <input type="checkbox"/> Pickup
English	<input type="checkbox"/> Exception <input type="checkbox"/> Delivery

**Complete Your Entry** [Help](#)

[Cancel](#) [Save](#)

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