

Outlook Contacts

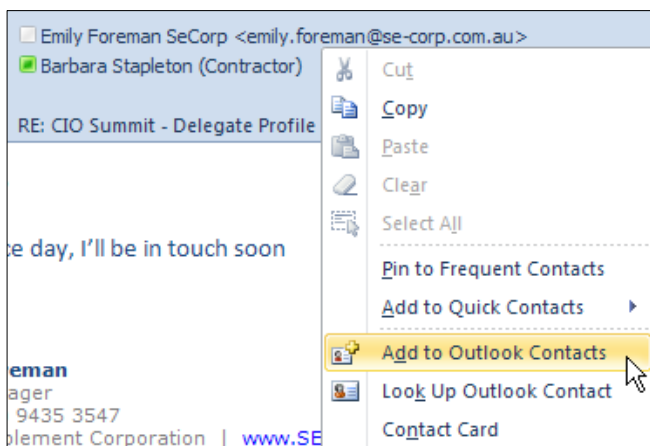
Your Outlook Contacts is where you keep names and email addresses of people with whom you deal on a regular basis. Normally these are people who are external to your Organisation.

The Contacts can be used for much more than just names and email addresses. It is possible to keep company addresses and phone numbers, mobile phone numbers, and any other pertinent information. You can also choose how to display your Contacts so that it completely relevant for your purposes.

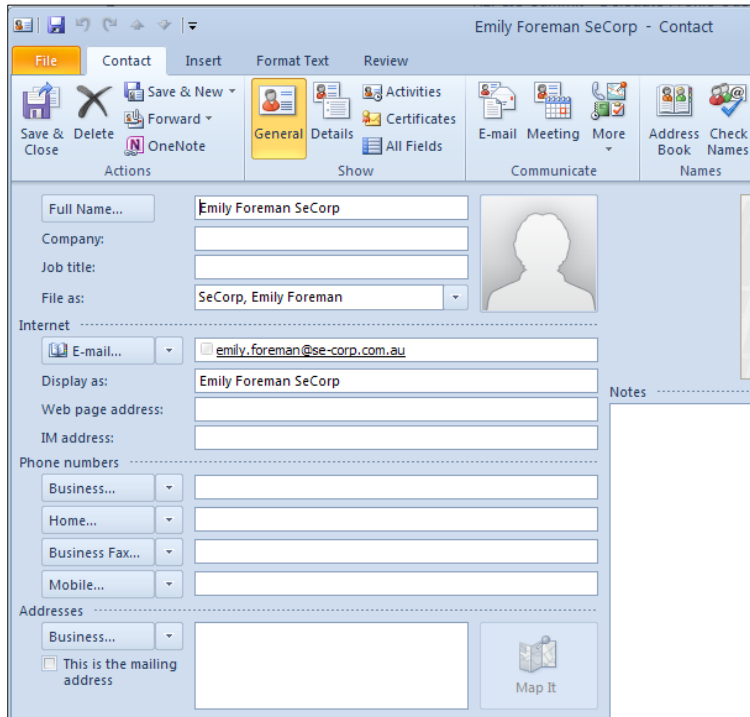
Adding a Contact

The easiest way to add a Contact is from an incoming email. To do this follow these steps:-

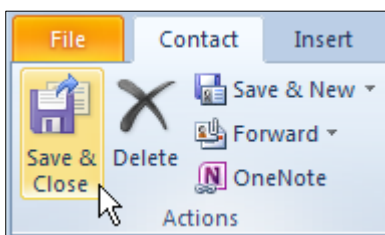
1. Open the message from the Contact you wish to add.
2. Right click on the Contact's name in the header information.
3. Click on **Add to Outlook Contacts** in the menu.



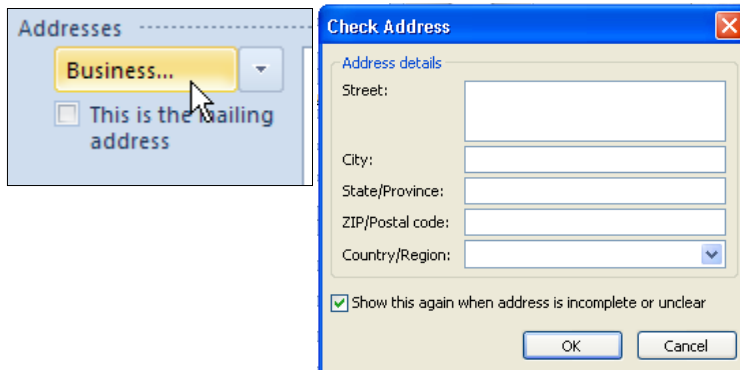
4. You will automatically start to create a new Contact, and be moved to the Contact's screen with the Full name and email address fields completed.



5. Use this screen to complete as many fields as possible, including Company name, the Contact's job title, address information, phone numbers, etc.
6. Click the **Save & Close** button on the **Contact** tab's ribbon showing in the **Actions** group.



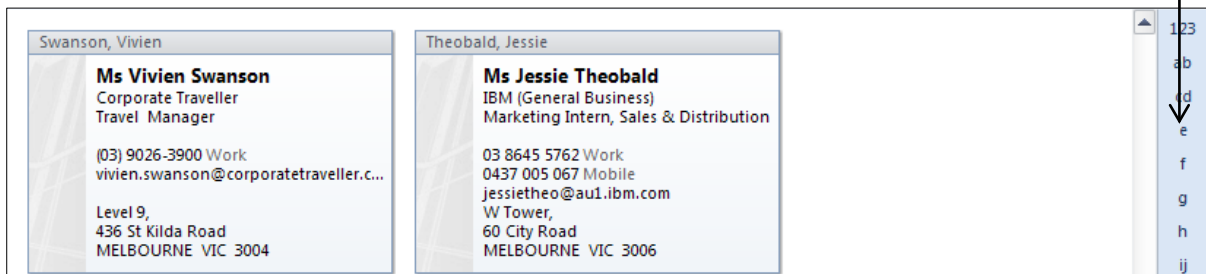
Note: If a field you wish to complete has a button, followed by ellipses (three dots), click on that button as this will take you to a dialogue box designed to ensure details are entered in a manner that Outlook will be able to interpret.



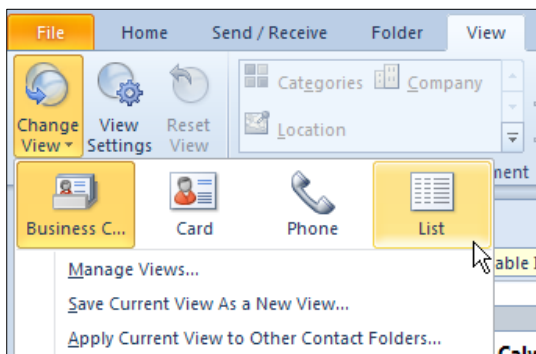
The example above is using the Business Address button and the relevant dialogue box.

Views in Contacts

When you first switch to Contacts to look for a contact, the default view is Business Card. Cards display a reasonable amount of detail, but take up a lot of space on the screen. You can also jump quickly to a specific card by clicking the appropriate letter button on the right of the screen.



You can change to a different view by clicking on the **View** tab and selecting **Change View** in the **Current View** group.



The options are:-

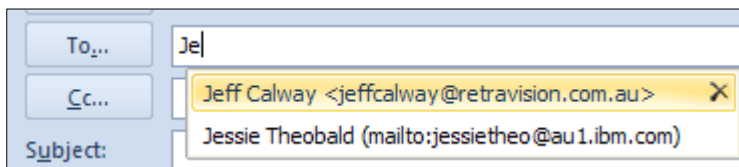
- Card** To display a card with even more details about each individual you have in your Contacts folder.
- Phone** To display a single line list showing names and phone numbers.
- List** To display a list, grouped by Company name, showing Name, Job Title and Department, Business and Mobile phone numbers and email address.

Emailing Contacts

As you know, when you start a new email you just need to start typing the name of the person you want.

Option 1:

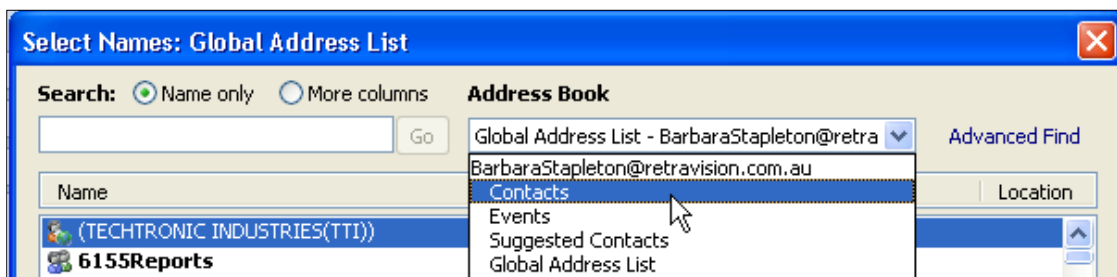
1. After a few letters the name is likely to display in a list below your typing.



2. If I want Jessie I can type an "s" and her name will be the only one remaining in my list of suggestions. Alternatively I can click on the name with the mouse, or press the down arrow key on the keyboard and press Enter. The choice is yours.

Option 2:

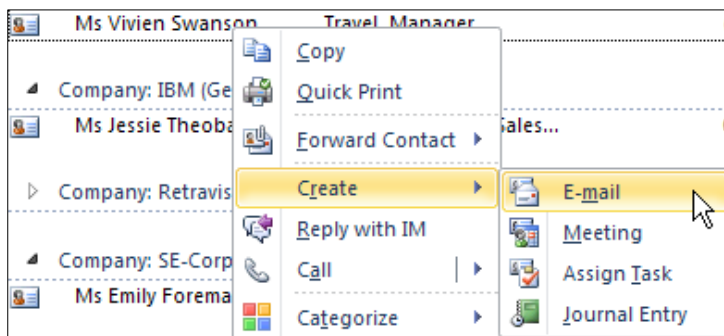
1. Click on the **To...** button to go to the Address Book.
2. Change from **Global Address List** to **Contacts** in the **Address Book** list, and then find your Contact



3. Click the **To ->** button at the bottom of the **Select Names** dialogue box, or double click the name(s).
4. Click **OK** and you will be returned to your message with the names in the **To** field.

Option 3:

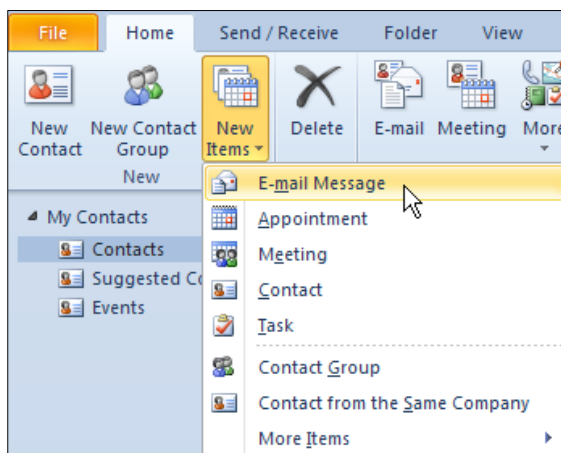
1. Switch to your Contacts folder by clicking on the Contacts button at the bottom left of the screen. Alternatively you can hold down Ctrl and press 3.
2. Find the Contact to whom you wish to create an email.
3. Right click on the name of the Contact.
4. Point at **Create** and then select **E-mail** from the sub- menu.



5. You will be placed in a new email with the name in the **To** field.

Option 4:

1. Switch to your Contacts folder by clicking on the Contacts button at the bottom left of the screen. Alternatively you can hold down Ctrl and press 3.
2. Find the Contact to whom you wish to create an email.
3. Click on the **New Items** button in the **New** group on the **Home** tab.



4. You will be placed in a new email with the name in the **To** field.

Option 5:

1. Switch to your Contacts folder by clicking on the Contacts button at the bottom left of the screen. Alternatively you can hold down Ctrl and press 3.
2. Find the Contact to whom you wish to create an email.
3. Drag the name onto the **Mail** button at the bottom left of the screen in the **Navigation Pane** and you will be placed in a new email with the name in the **To** field.

Option 6:

1. Switch to your Contacts folder by clicking on the Contacts button at the bottom left of the screen. Alternatively you can hold down Ctrl and press 3.
2. Find the Contact to whom you wish to create an email and click on their name.
3. Hold down Ctrl and click on the each of the names you need for your email.
4. Once you have selected all names, let go of the Ctrl button, point at any one of the selected names and drag to the **Mail** button at the bottom left of the screen. You will be placed in a new email with all names in the **To** field.

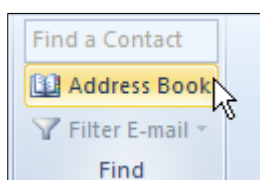
Creating Groups in Outlook

You also use Outlook **Contacts** to create groups. Your **Global Address List** will probably have a number of groups that have been set up by your IT section. You may require different groups that are relevant to you but not the company. This could be because you are working on a project, or you are constantly dealing with the same group of people but no-one else in your company needs to have access to this group.

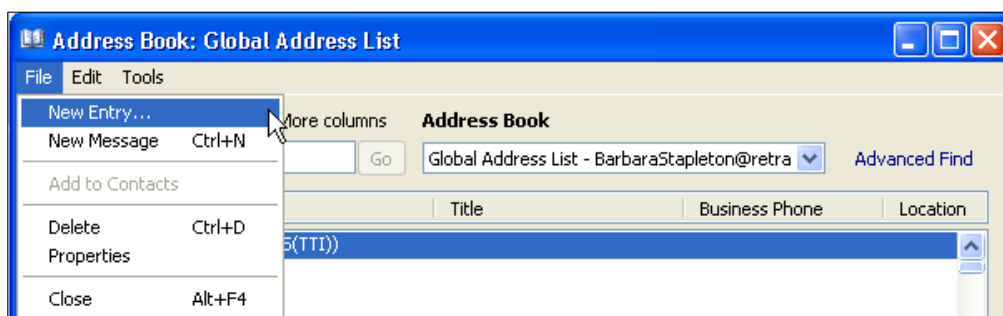
You can create a Group two ways. These are:-

Option 1:

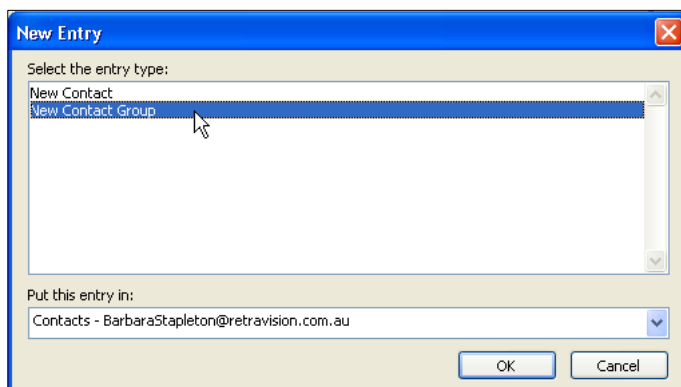
1. From the **Inbox** click on the **Address Book** button on the **Home** tab's ribbon in the **Find** group (far right)



2. Click on **File** on the menu bar of the ... dialogue box



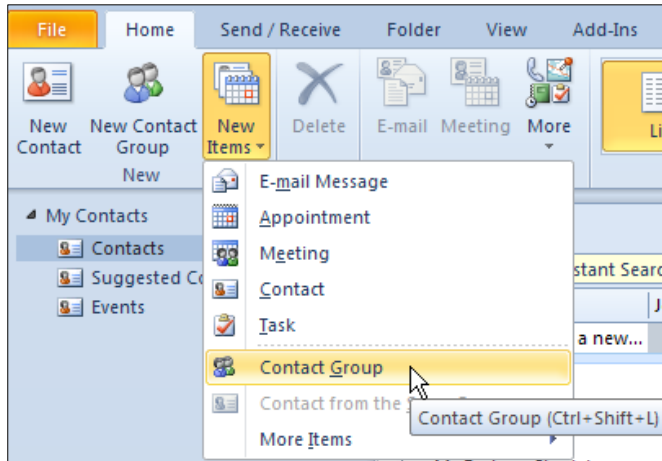
3. Click on **New Entry** in the menu



4. Select **New Contact Group** in the list of options in the **New Entry** dialogue box.

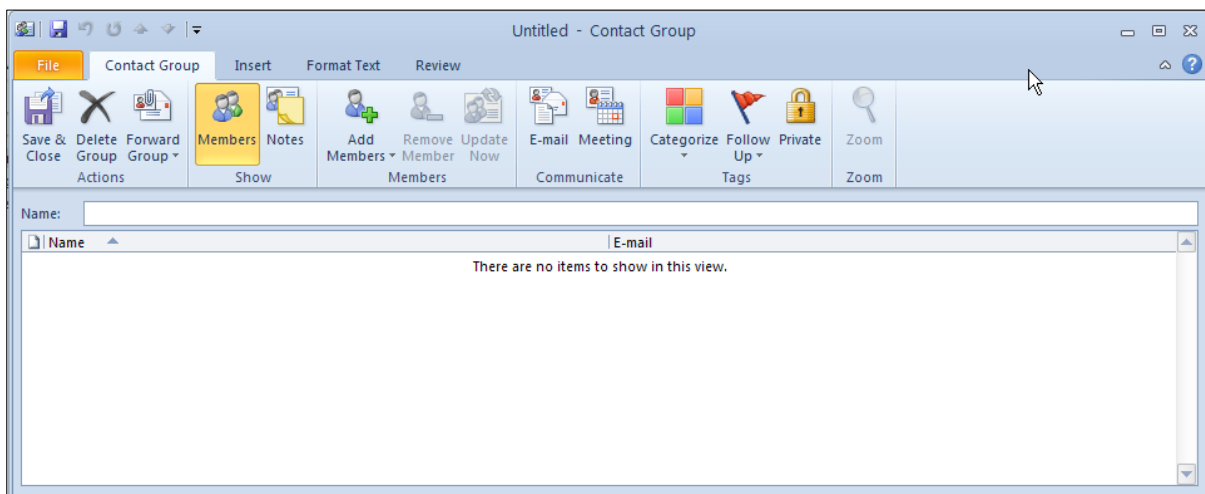
Option 2:

1. Switch to your **Contacts**.
2. Click on **New Items** on the **Home** tab's ribbon in the **New** group.



3. Click on **Contact Group** in the menu.

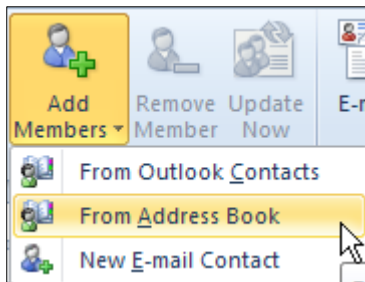
Using one of the above steps is going to place you in the **New Group** window.



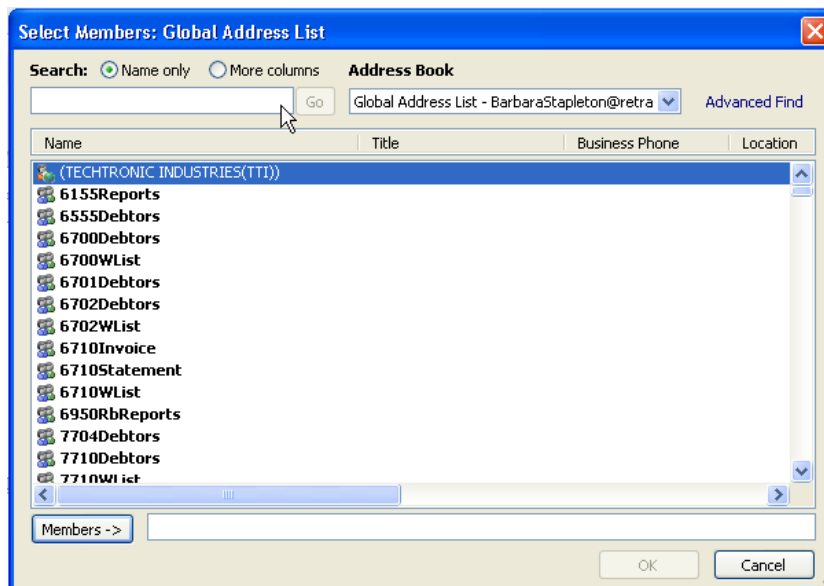
This is filled out as follows:-

1. Type a Name for your group in the **Name** box. It is sensible to make the name meaningful, particularly if you are likely to be creating a number of groups. **Note:** the name you give the group is never seen by the members of the group.
2. Click on the **Add Members** button in the **Members** group on the **Contact Group's** ribbon.

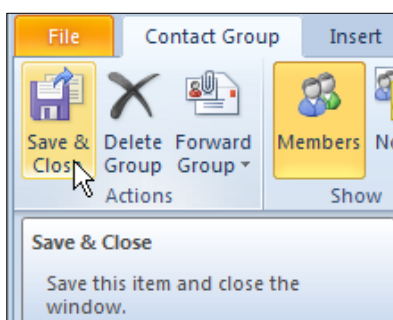
3. Click on **From Address Book** in the menu



4. Select the names you need for your group using this dialogue box the same as you do for addressing an email. Each name can be added to your list by double clicking the name or clicking the **Members** button at the bottom of the dialogue box.



5. Click **OK** once you have added all the names you need.
6. Click the **Save and Close** button on the **Home** tab's ribbon, in the **Actions** group.

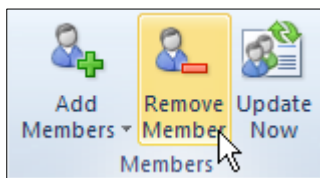


Your Group is now ready to be used. You can address an email to your group using any of the steps given for using a Contact.

Editing A Group

As staff change, or are moved to different positions, you may need to edit your group to reflect these changes. To edit a group you do the following:-

1. Switch to your **Contacts** folder.
2. Locate your **Group** and open it by double clicking the name.
3. To **Add** a new member, use the steps shown above for adding.
4. To **Remove** a member, click on the name to be removed then click the **Remove Member** button in the **Members** group in the **Contact Group's** ribbon.

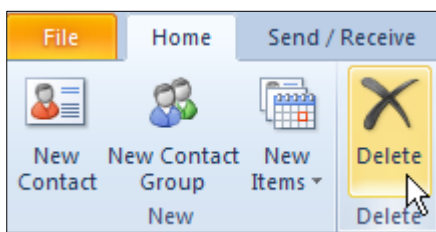


5. Click the **Save and Close** button on the **Home** tab's ribbon, in the **Actions** group.

Delete a Group

If a group is no longer required, it is sensible to remove it from your **Contacts** list. Just follow these steps:-

1. Switch to your **Contacts** folder.
2. Click on the **Group** you wish to remove.
3. Press the **Delete** key on the keyboard, or click the **Delete** button on the **Home** tab's ribbon, in the **Delete** group.



Note: You also use the steps to delete a Contact who is no longer needed in your list.