

# Contacts

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## Overview

**Contacts** is your personal e-mail Address Book and information storage utility for the people you regularly communicate with. Use **Contacts** to store the e-mail address, street address, phone numbers, and any other information that relates to the contact. You can sort or group your contacts by any part of their name, or by other contact information.

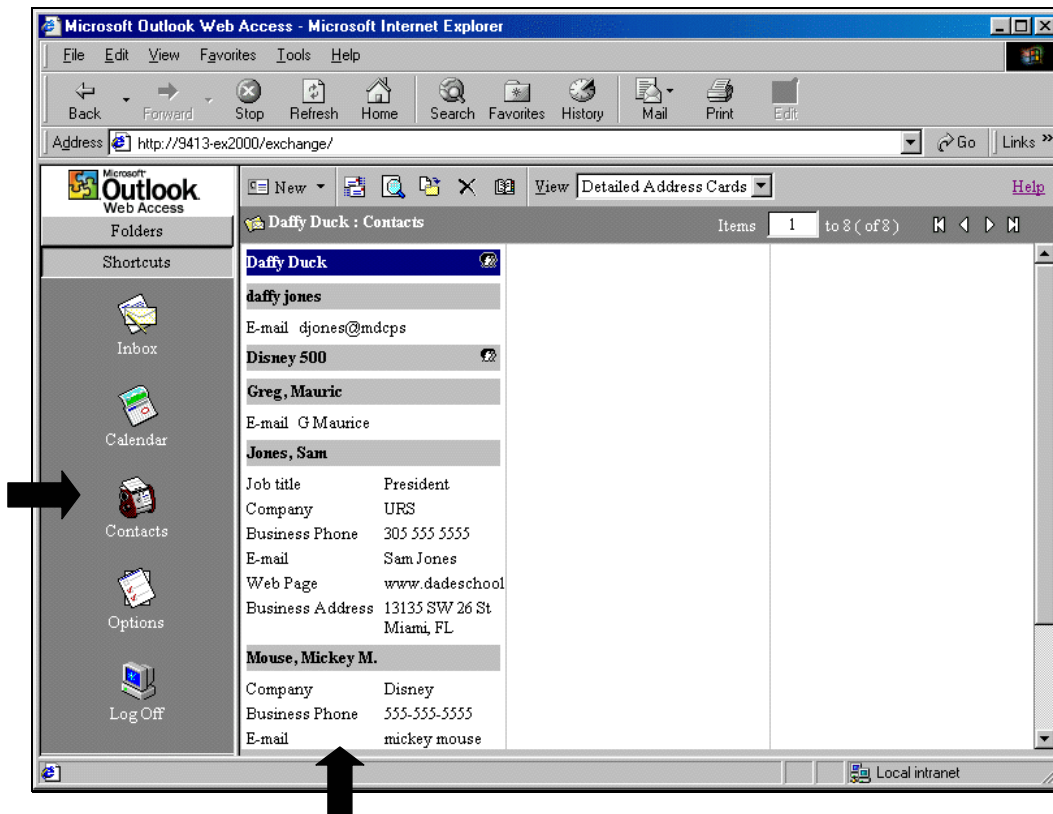
## What You Do

To open **Contacts**, if you have **Folders** displayed in the Outlook Bar,

▼ **Click** **Contacts**. Or, if you have **Shortcuts** displayed in the Outlook Bar,

▼ **Click** the **Contacts** icon.

The **Contacts** screen will be displayed.



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### Creating a New Contact



#### What You Do

To create a new contact, in **Contacts**, on the Outlook Bar,

▼ Click **New**.

In the **Contact** screen, on the **General** tab,

A screenshot of the Microsoft Internet Explorer browser window displaying the "Contact" form. The window title is "Untitled -- Contact - Microsoft Internet Explorer". The browser's address bar shows "Save and Close" and "Help" buttons. The form has two tabs: "General" (selected) and "Details". The "General" tab contains several input fields: "Last Name", "First Name", "Middle Name", "Job title", "Company", "File As" (with a dropdown menu set to "Last, First"), "Business Address" (with a dropdown menu), "Mailing address" (checkbox), "Street", "City", "State/Province", "Postal Code", "Country/Region", "Business Phone", "Home Phone", "Mobile Phone", "Assistant Phone" (with a dropdown menu), "E-mail" (with a dropdown menu), "Display Name", "E-mail address", and "Web page address". There is an "Attachments" field at the bottom. Two black arrows point to the "Save and Close" button and the "Business Address" dropdown menu.

▼ **Type** the information you want to include for the contact. Use the drop-down lists to record multiple entries in the e-mail, address, and phone number fields.

Use the **File As** drop-down list to determine how the contact will appear among your other contacts. You can display each person by first and last name, by last name first, or by company name.

■ **Click** **Save and Close**. In order to see the new contact, you must refresh your browser.

### ***Opening a Contact***

To open a contact, in **Contacts**, double-click on the contact you want to open. You can now view and edit information on that contact.

### ***Deleting a Contact***

To delete a contact,

- ▼ **Select** the contact(s) you want to delete. To select multiple contacts, hold down the **CTRL** key while selecting the contacts to be deleted.
- **Click** **Delete** on the toolbar.

### ***Creating a Message from a Contact***

You can send e-mail to a contact while viewing their contact information.

To create a message from a contact, open the contact that you want to send a message to.

- ▼ **Click** the **Send message to contact** icon. The new message form will open, addressed to the contact.
- ▼ **Type** your message in the message body.
- **Click** **Send**.

### ***Creating a Personal Distribution List***

A personal distribution list is a collection of contacts. It provides an easy way to send messages to a group of people. A message sent to this distribution list goes to all recipients listed in the distribution list. Recipients see their own names and the names of all other recipients on the **To** line of the message instead of seeing the name of the distribution list. You can use distribution lists in messages, meeting requests, and other personal distribution lists.

You can easily add and delete names from a distribution list. Lists can not be sent to others or printed. Personal Distribution Lists created in Outlook Web Access can not be imported or exported. Personal distribution lists are stored in your **Contacts** folder.

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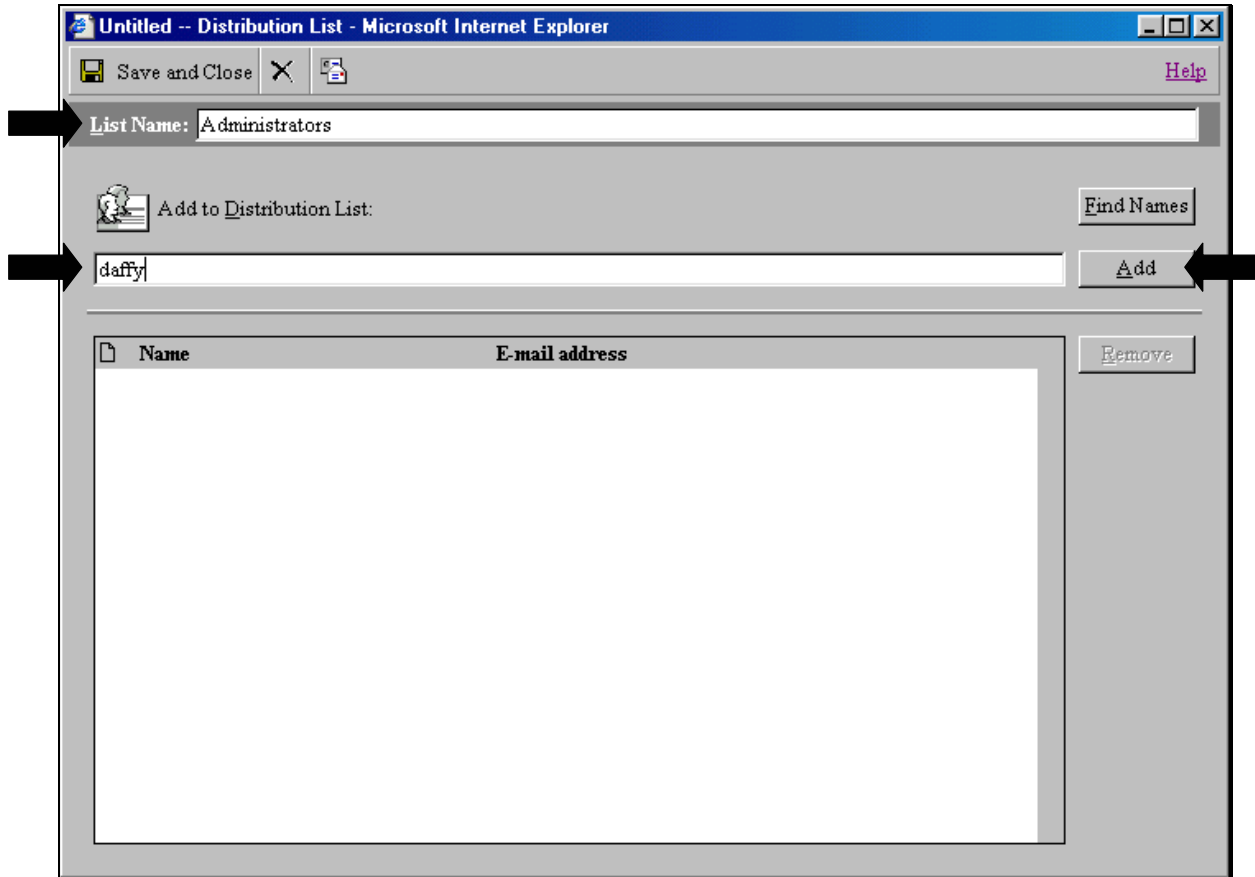
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To create a personal distribution list, on the Outlook Bar,

▼ **Click**     **New.**

▼ **Select**     **Distribution List** from the drop-down menu.

The distribution list screen will be displayed.



▼ **Type**     a name for your distribution list in the **List Name** field.

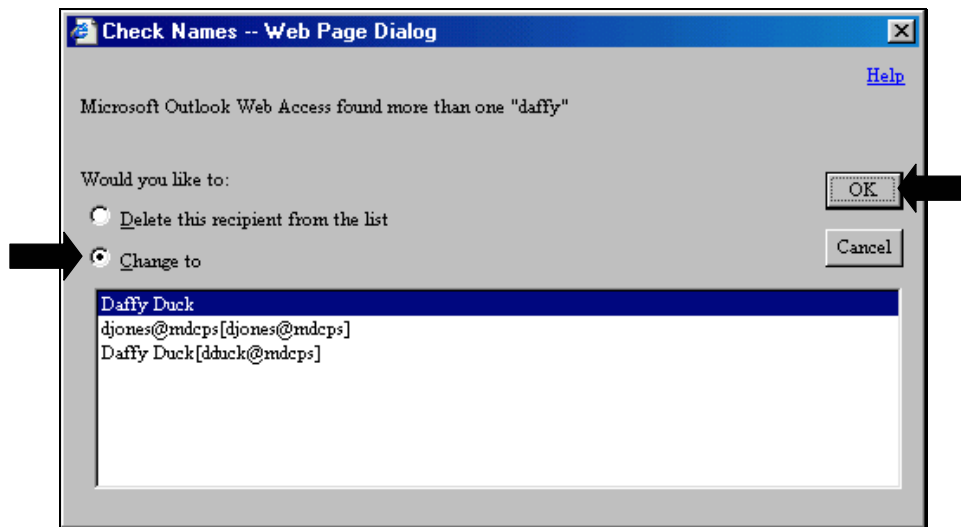
▼ **Type**     a contact's name in the **Add to Distribution List**.

▼ **Click**     **Add.**

If more than one match is found, the **Check Names** window will be displayed.

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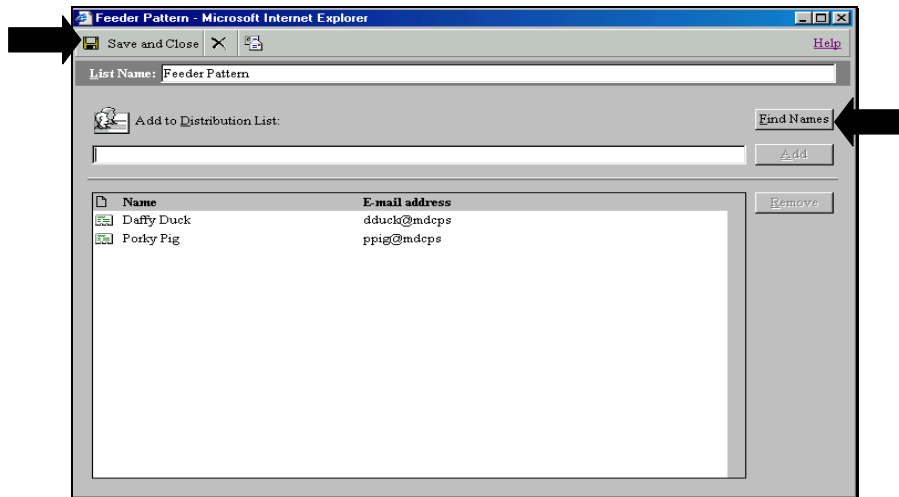
- ▼ **Click** the **Change to** icon.
- ▼ **Select** the correct e-mail address from the list of recipients.
- ▼ **Click** **OK**. The e-mail address selected will now be added directly to your distribution list. Or,
- ▼ **Click** **Delete this recipient from the list**.
- ▼ **Click** **OK**. The **Check Names** dialog box will close, showing the **Distribution List** screen.

You may repeat this process to add other recipients to your distribution list.

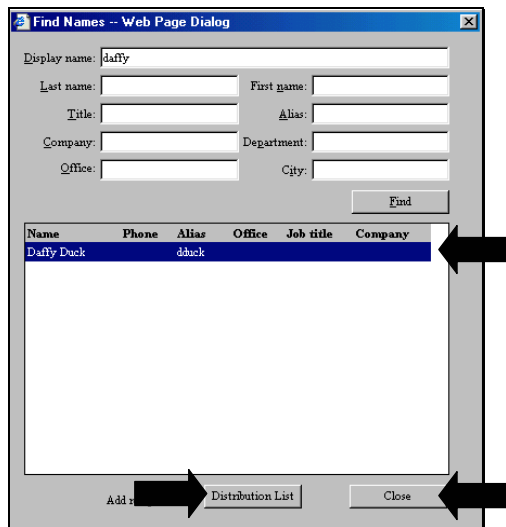
- **Click** **Save and Close**.

## Contacts

The **Find Names** dialog box on the **Distribution List** screen, allows you to search the directory and add a member of the distribution list.



- ▼ **Select** **Find Names** to choose the contact's e-mail address in the global address book.



A list of possible matches will be displayed.

- ▼ **Select** the recipient.
- ▼ **Click** **Add recipient to... Distribution List**
- ▼ **Click** **Close.**

The contact's e-mail address will be added to the distribution list. When all names have been added to the distribution list,

- **Click** **Save and Close.**