

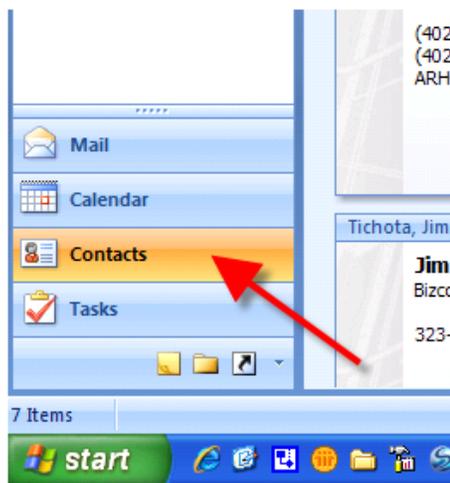
# Contacts

## Exploring the Contacts window

### Locating Contacts

Outlook has a personal address book that is called **Contacts**. It can be quite handy for managing contact information, such as the person's name, address, telephone number, e-mail address, and etc.

To view your list of contacts, click the **Contacts** button in Navigation pane. *(Note: By default, the Contacts list is empty until you add entries.)*



### Contacts Standard Toolbar

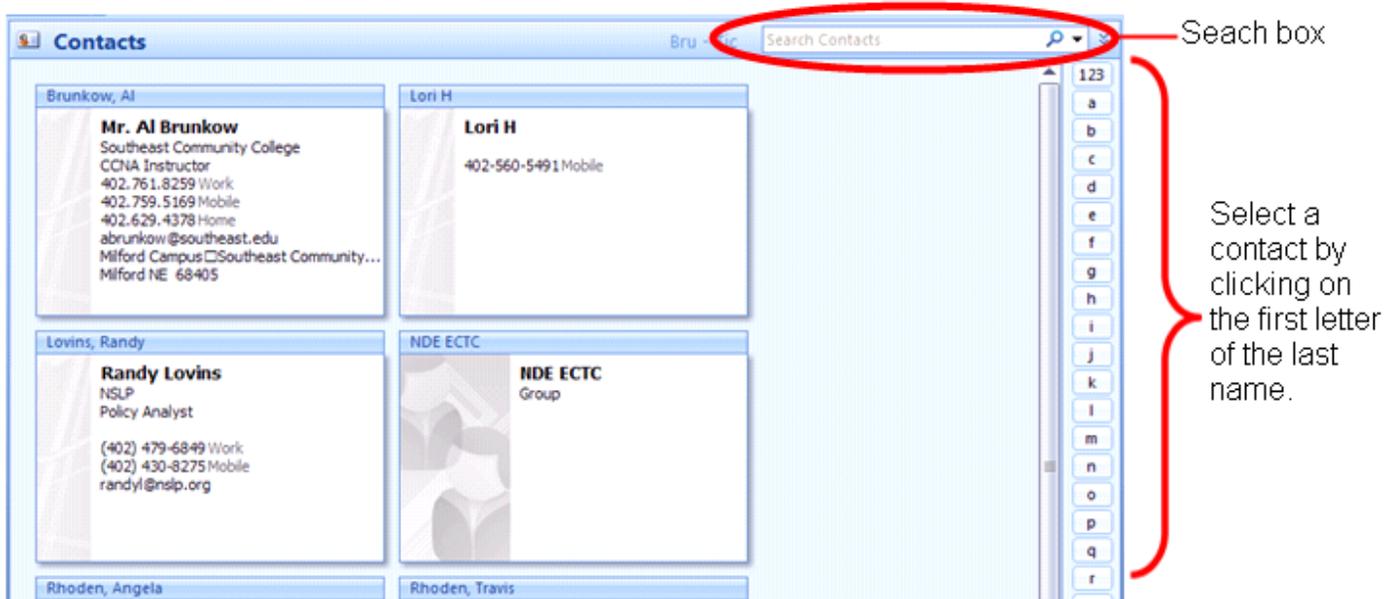
In the Standard toolbar, the toolbar will switch to Contact-specific buttons.



### Searching the Contacts

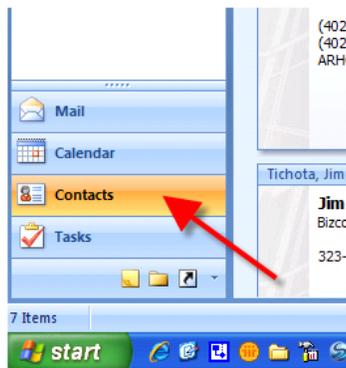
To help locate a contact quickly, there are a few options. To the right of the contacts list, there are a set of buttons ranging from **123** to **Z**. If you click on the button labeled **t**, then Outlook will display and highlight the first contact that begins with the letter 'T'.

Also at the top of the Contacts List, there is a search box. As you type a name in the search box, the list of contacts will be filtered to show only the people with that name. Once you are done with the search, you can press the ESC key to get the entire list back.

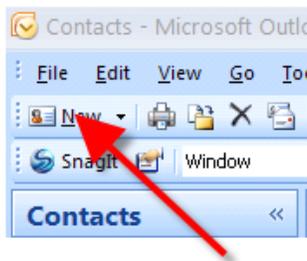


## Adding a Contact

1. Click the **Contacts** button in the Navigation pane.

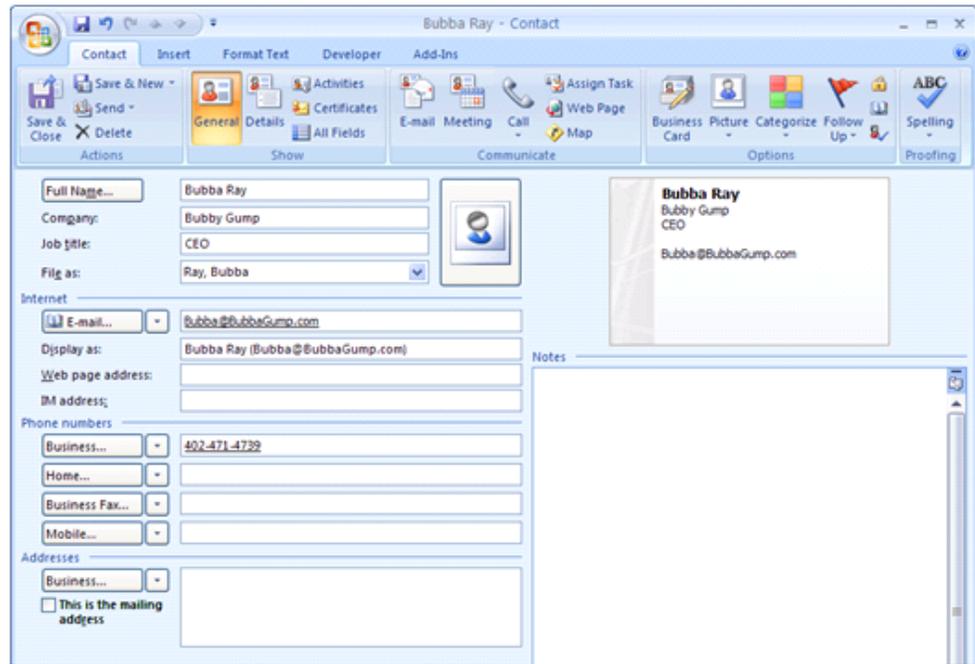


2. Click the **New** button to open a new Contact window.



3. An Untitled – Contact window will appear, enter the information about the contact, such as the person’s name, address, telephone number, and etc...

Enter the information for the contact

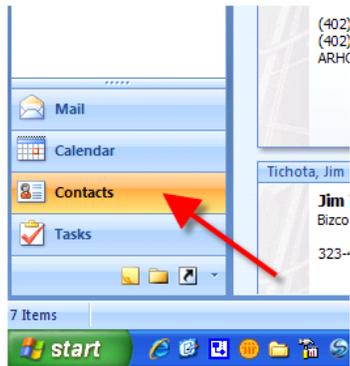


4. Make sure that the **Contact tab** on the ribbon is selected. Then, click **Save & Close** under the Actions group.

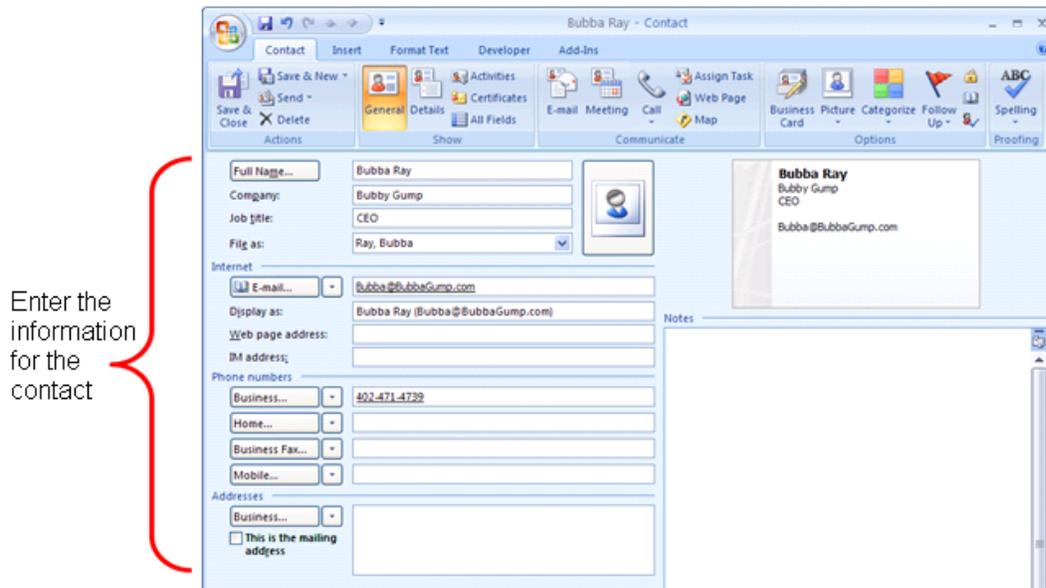


## Modifying a Contact

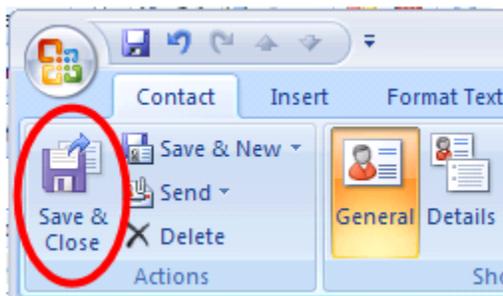
1. Make sure you are in the contacts list. This is done by clicking on the **Contacts** button in the Navigation pane.



2. Locate and double-click the contact you want to edit.
3. The contact information for that person will appear. Edit the contact's information.



4. When your editing is complete, make sure that the **Contact** tab on the ribbon is selected. Then, click **Save & Close** under the Actions group.





## Deleting a Contact

1. Select Contacts in the Navigation pane.
2. Locate the contact or the distribution list you wish to delete.
3. With your mouse, click on the name of the contact or the distribution list is to be deleted once.
4. Once it is selected, press the **delete key** on your keyboard.