Using Contacts

Contacts (in older versions of Outlook – **Personal Address Book**)

How can you **create your own "automatic" address list** for someone who is **not** on the campus/business Outlook 2003 mail system (especially off campus/business addresses)? There is a feature called **Contacts** to take care of this. A contact is just what it indicates. **You create your own Contacts** (like a personal address book). First we'll show you how to get to **Contacts** and then how to **add** and **delete** addresses.

When you click-on the To..., Cc..., or Bcc... buttons (Page 12) the Find Names – Web Page Dialog menu screen appears. In the upper right corner of the Find Names in:, you will see an area that indicates that this is the Global Address List. To the right of the title is a small down arrow. Click on the down arrow and a menu screen similar to the one below appears.

🕘 Find Nam	es Web Page Dialog	\mathbf{X}	
			ſ
Find names in:	Global Address List	~	
Dicolay name	Global Address List		
	Contacts		
Last name:	First name:		
		_	

Now, **click** on **Contacts**, and the screen below will appear. You will use this screen, just as you used the Global Address List screen. In the **Display name: area**, **type** the **name** of the person who you desire to add to your message, then **click** the **Find** button.

Find names in:	Contacts							1
Display name	murray							
Last name:				First <u>n</u> an	ne:			
<u>T</u> itle:				<u>E</u> -m	ail:			
Company:				Departme	nt:			
Office:				Ci	ty:			
								Einc
Name		Phone	E-mail			Office	Job title	Company
Murray, Brant			brai	o per.r	net			
Murray, Bro Murray, Ke			cmc	corp.	.com			
Murray, Pe			pmL					
Murray, Pe			pmu					
murraym@			muniay	ic.mi				

Once your Contacts appear, **click** the **name** you desire to **add to your message** and then **click** the **To, Cc or Bcc buttons** to add them to your message.

Adding Names to Contacts (like Personal Address Book in older versions)

There are many ways to **add** names to **Contacts**. We'll show you several of the more popular procedures. You will also discover other methods, as you become more familiar with Outlook Web Access 2003.

Adding Names to your Contacts as you receive e-mail in your Inbox

Big Note: Right-click on an e-mail address when you receive a message from

someone when you know that this address is not in your Contacts. When you RIGHT click on the address, your screen should look like the one below.

🖹 Re: software arriving - Microsoft Internet Explorer					
💫 Reply 🖓 Reply	to all 🙈 Forw	ard 🖪 🙆	🗟 🗙	* *	Help
From:	Karen Erase	r finternetubi	i a Beann	aucoro pot	
To:	Murray, Tor	Properties.			
Cc:		Add To Cor	ntacts		
Subject:	Re: softwar	Add Sender	to Safe	Senders Lis	st
Attachments:		Add Sender	to Block	ed Senders	List

You know this is a good address, because you received their message! Now, **click** on the **Add to Contacts** choice (like we did in the image above). The **Untitled – Contact menu screen** (like the one **below**) will appear. Notice the person's **e-mail address is already entered**.

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Untitled Contact - Microsoft Internet Explorer	
🛃 Save and Close 🛃 🌒 🗙 🚸 🚰 💷 💿 Help	
General Details	
Last Name:	
First Name:	Business Phone:
Middle Name:	Home Phone:
Job title:	Mobile Phone:
Company:	Assistant Phone 💌
File As: Last. First	
Business Address 💌	E-mail 💌
Mailing address	Display Name: Karen Frase
Street:	E-mail address: inter .net
City:	
State/Province:	
Postal Code:	
Country/Region:	Web page address
	web page address.
Attachments:	
	×
<u>.</u> 1917 - Maria Maria Mandrida, ang kanalang kanalang kanalang kanalang kanalang kanalang kanalang kanalang kanala	

Now we'll look at the **Contacts menu screen** in more detail. In the upper half of the screen, you can fill in any information you desire.

🕙 Untitled -	- Contact - Microsoft Internet Explorer	
房 Save and Clo	se 🛃 🔋 🗙 诊 🔁 💷 🞯 Help	
General Deta	ills	
Last Name:	Bimpster	
First Name:	Waldo	Business Phone:
Middle Name:	Ralph	Home Phone:
Job title:	Internet wizard	Mobile Phone:
Company:	Bimpster Enterprises	Assistant Phone 🛛 🗸
File As:	Last, First	

In the lower half of the screen, you can enter additional information, but **especially important** is the **e-mail address**. It will have been automatically created by your right mouse click. If you desire to change it, you can do so by editing the Display Name: and E-mail address: areas.

	+
Business Address 💌	E-mail V Display Name: uv ld. provide
Mailing address	E-mail address: bimpster@msn.com
City:	
State/Province:	
Postal Code:	
Country/Region:	Web page address:

When you have completed entering the information you desire in the Contacts menu screen, **click** the **Save and Close button** in the upper right hand corner of the screen.



Manually adding e-mail address to your Contacts

Many times, friends will write you (the old fashioned way) or call you on the phone and furnish their e-mail address. There is **another way** to **add** their **e-mail address** to **your Contacts.**

Outlook Web Access	In the Navigation Pane –	····· • ····
Folders 💽 🔿	there are two choices to	Calendar
Murray, Tom backup	access Contacts.	See Contacts
Calendar (1)	Click on Contacts in the upper Folder	💙 Tasks
	View, or the lower button view .	

A Contacts menu screen similar to the one below will appear.

🖲 New 👻 😤 🗙 📑 🔎 💷 🞯 Help						
Abbott, John	Anderson 'Robert		Bezos, Jeff			
E-mail abbott	ASCUE 2002	Ω	E-mail jeffb			
Abbott, John	Banner, Joe		Bill and Melinda	Gates		
E-mail Small@hotshot.com	E-mail jbanner.@dds.j.org		E-mail Bill and Me	E-mail Bill and Melinda Gates		
Account-Update	Barber, Gloria	Barber, Gloria Bimpster, Waldo Ralph		o Ralph		
Adams, John	E-mail gbarber gpeniki2.va.us		E-mail bimpster@msn.com			
E-mail jadams@hotmail.com	beepete1@aol.com		Black, Doug			
Adams, Kerry	Bennett, Dagrun		E-mail dblack(choma.edu			
E-mail kadams Skould Las	E-mail dbennett i forskingelege edu		Bonzo, Brown			
a-kurtg@microsoft.com	bennett@acavax.lynchburg.edu	bennett@acavax.lynchburg.edu		bonzo@aol.com		
Almond, Bob	Benton, Don		Home Address	123 Microsoft Street Redmo 98765-0044		
E-mail ralmond staff.yak12ed.edu	E-mail donb encodiment		Business Address	123 Easy Street Basketville,		
Almond, Jackie	Berger, Joan			22257		
E-mail Jackie DOPLARPOREST. DRO	E-mail joanber Childrosoft.com		Boudreau, Karen			
alouf@sbc.edu			E-mail karen_boudreau enmhsch org			

To create a new contact "manually," you must first **click** on the **New button** in the **upper left hand corner of the Contacts menu screen** (see arrow above).



An Untitled Contact screen exactly like the one on Pages 16 and 17 will appear. Enter the Contact information as you desire and then click the Save and Close button. You can view your Contacts through the above screen by moving your cursor over the Contact and then clicking the left mouse button twice quickly.

Note on viewing e-mail addresses

Once you begin using Outlook 2003 Mail, **you can check** a **person's "information**" by *right clicking the mouse* on their name in the **To** or **Cc** areas. In the **pop-up menu** that **appears**, **click** on **Properties**. If they are in your Global Address Book you will "see" how the system administrator entered the information. If they are in your contacts list, you will see the Contacts screen similar to the one above. This is very handy if you desire "quick" information about a person in your system.