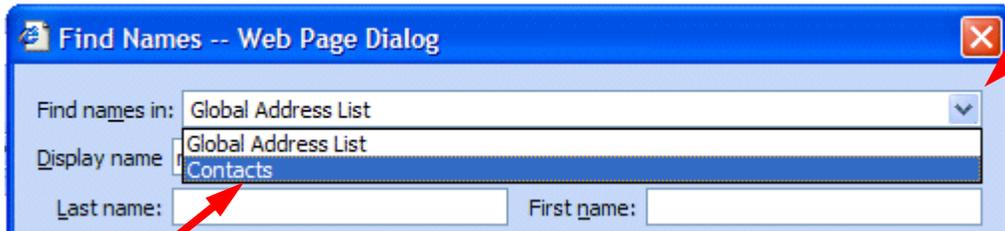


# Using Contacts

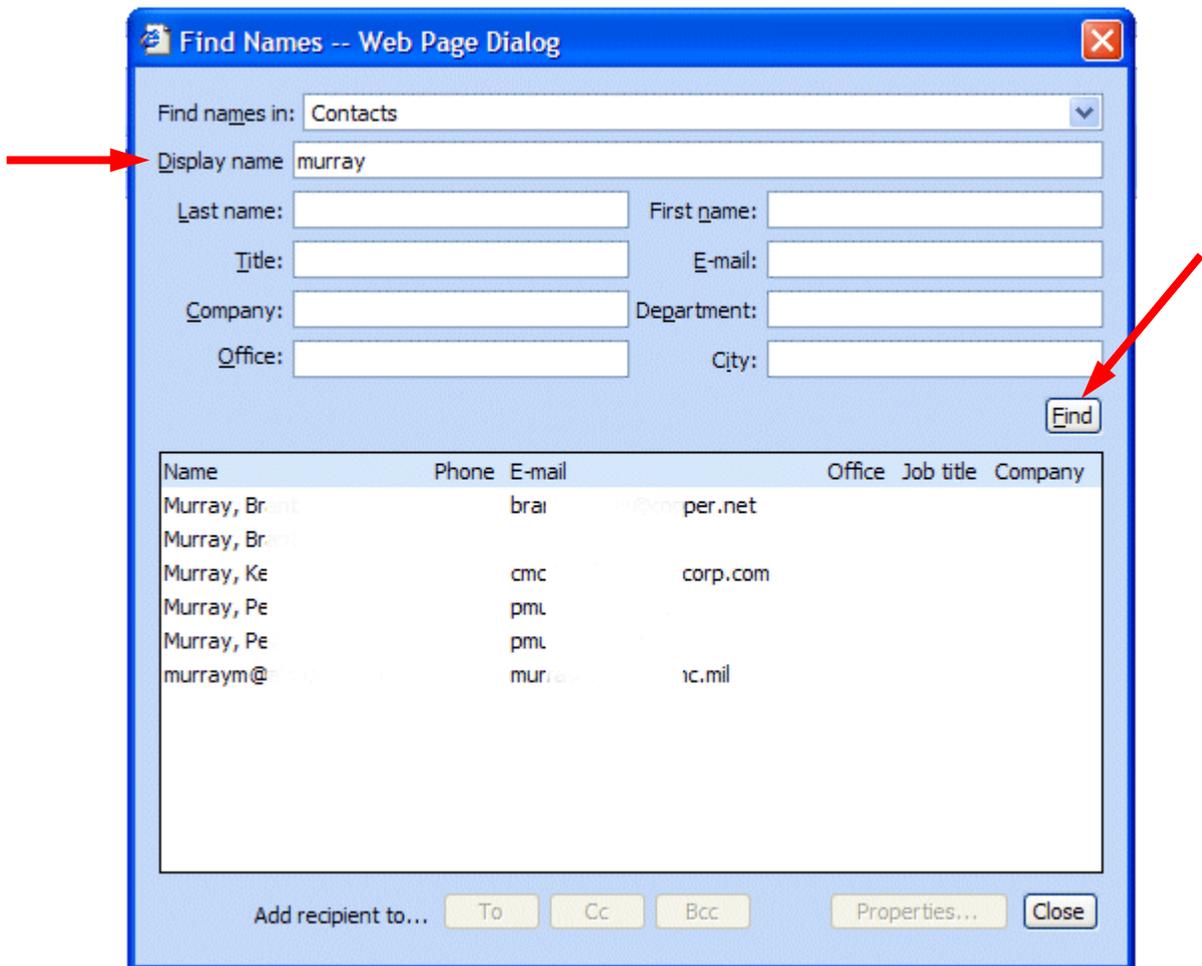
**Contacts** (in older versions of Outlook – **Personal Address Book**)

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.



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.



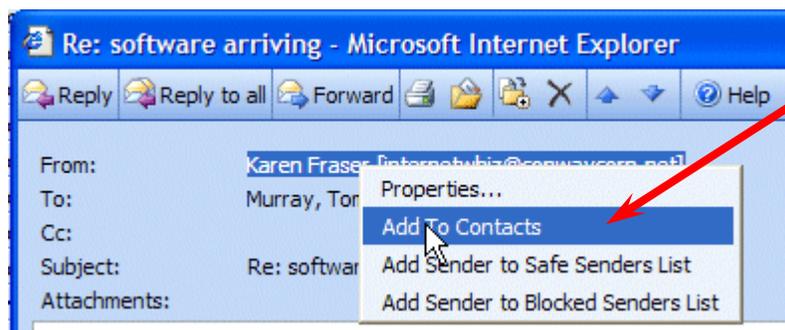
Once your Contacts appear, **click** the **name** you desire to **add to your message** and then **click** the **To, Cc or Bcc** buttons to add them to your message.

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

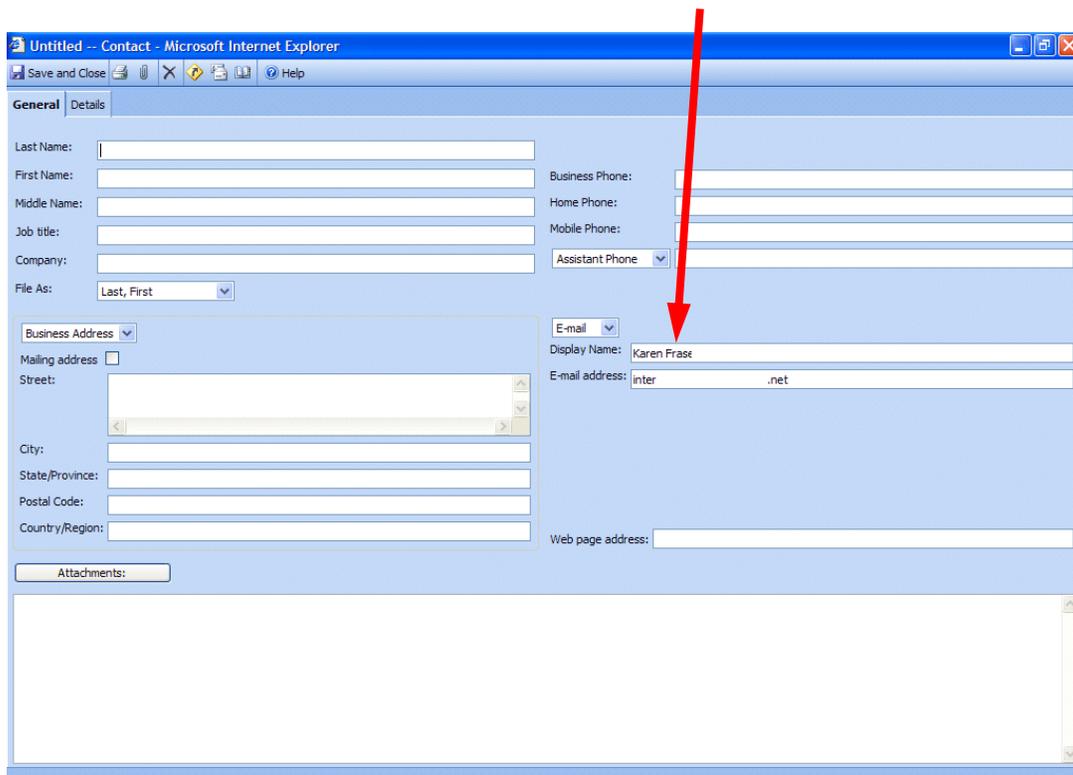
There are many ways to **add** names to **Contacts**. We'll show you several of the more popular procedures. You will also discover other methods, as you become more familiar with Outlook Web Access 2003.

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

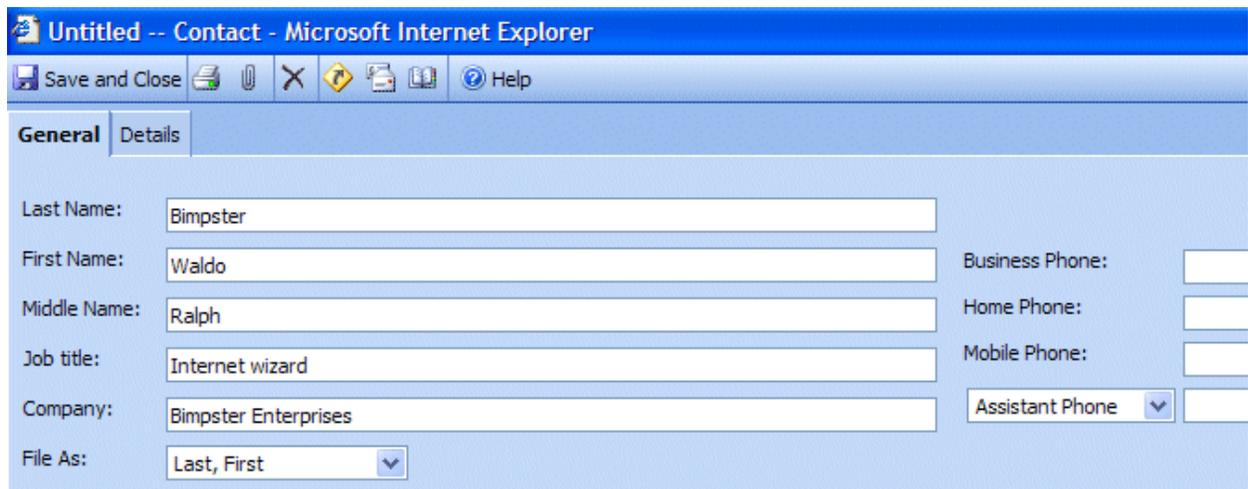
**Big Note: Right-click on an e-mail address** when you **receive a message** from someone when you know that this address is not in your Contacts. When you **RIGHT** click on the address, your screen should look like the one below.



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**.

A screenshot of the "Untitled -- Contact" form in Microsoft Internet Explorer. The form is divided into two tabs: "General" and "Details". The "General" tab is active, showing various input fields for contact information. The "E-mail" section is highlighted, and the "E-mail address" field is pre-filled with "inter .net". A red arrow points from the "Add To Contacts" option in the previous image to the "E-mail address" field in this form.

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

Save and Close | Help

General | Details

Last Name: Bimpster

First Name: Waldo

Middle Name: Ralph

Job title: Internet wizard

Company: Bimpster Enterprises

File As: Last, First

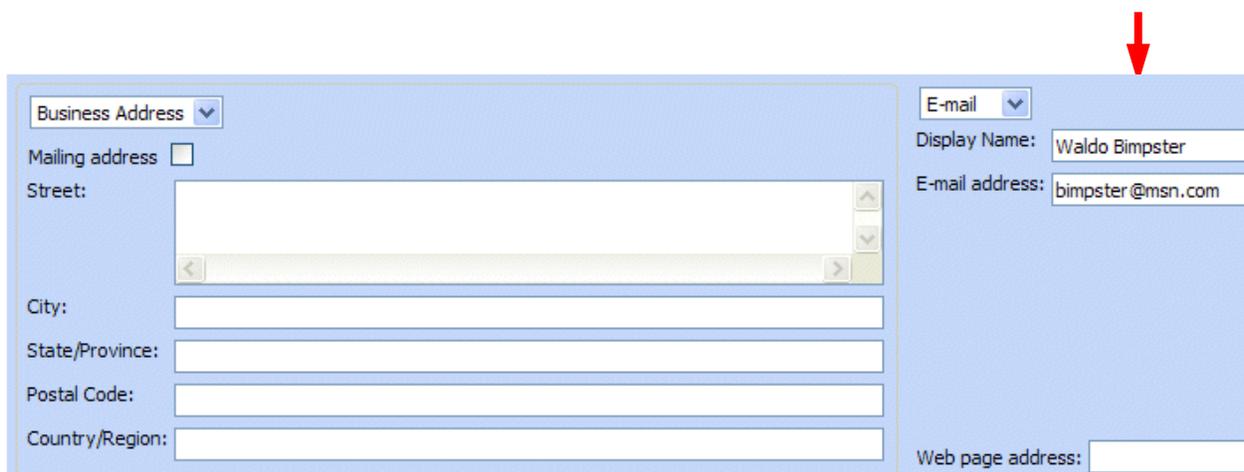
Business Phone:

Home Phone:

Mobile Phone:

Assistant Phone

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

Mailing address

Street:

City:

State/Province:

Postal Code:

Country/Region:

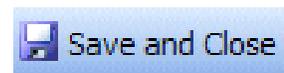
E-mail

Display Name: Waldo Bimpster

E-mail address: bimpster@msn.com

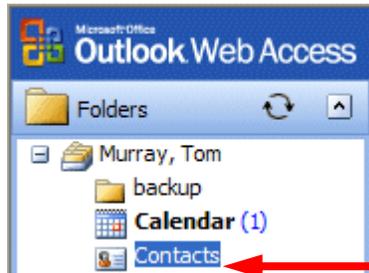
Web page address:

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.



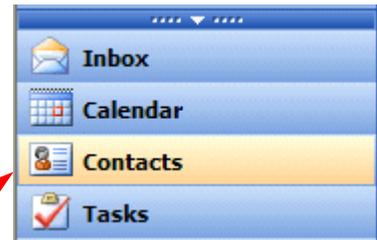
## Manually adding e-mail address to your Contacts

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**.



In the **Navigation Pane – left side of the screen –** there are **two choices to access Contacts**.

**Click on Contacts in the upper Folder View, or the lower button view.**



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



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.