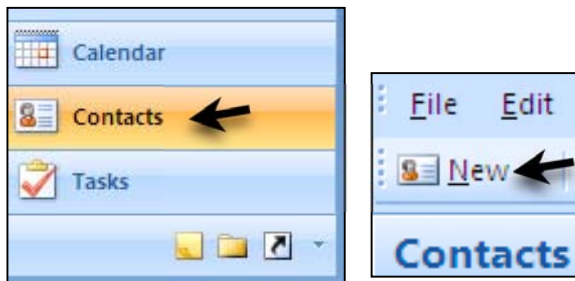


Managing Contacts in Outlook 2007

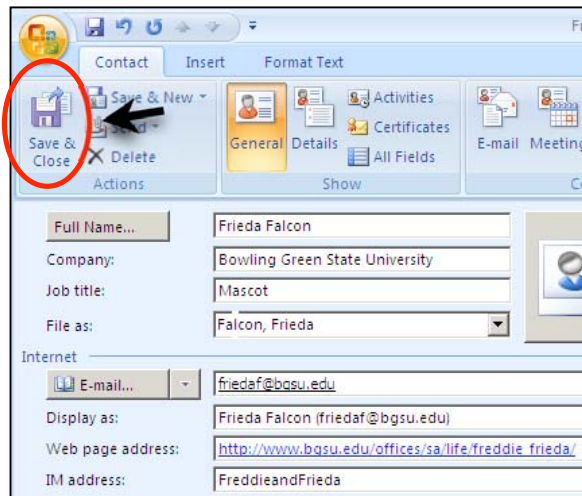
Adding contacts

From your contacts:

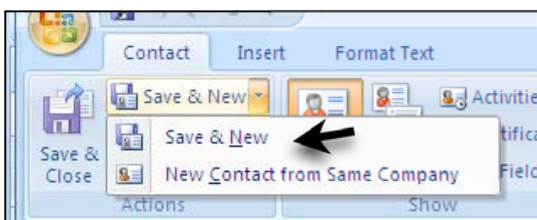
1. Select **Contacts** from the left navigation pane.
2. Click the **New** icon at the far left of the toolbar or type control + n.



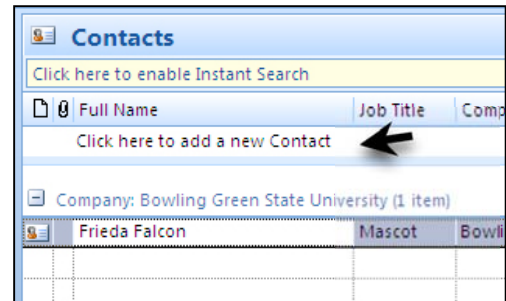
3. Enter contact information.
4. Click **Save & Close**.



- If you need to enter several contacts at a time, use the **Save & New** button to automatically bring up a new contact form.
- If your contacts are from the same company, click **New Contact from Same Company** to save and bring up a new contact form that is partially completed.

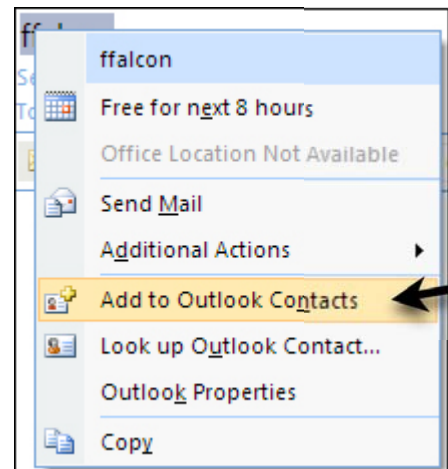


- Or, in any table view of your contacts, click on a blank line to bring up a **New Contact** form.



From your e-mail:

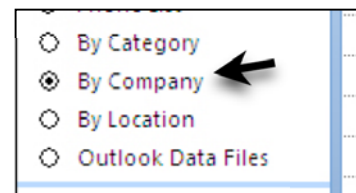
While reading or previewing an email, right click on the sender's name and select **Add to Contacts** from the submenu.



Viewing and finding contacts

From your contacts:

1. Select **Contacts** from the left sidebar; then click the radio button next to one of the formats listed on that sidebar.

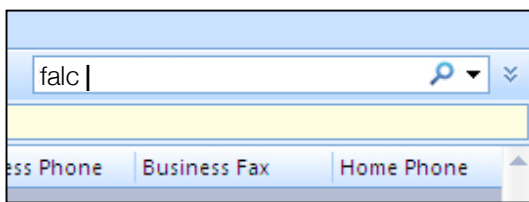


Managing Contacts in Outlook 2007

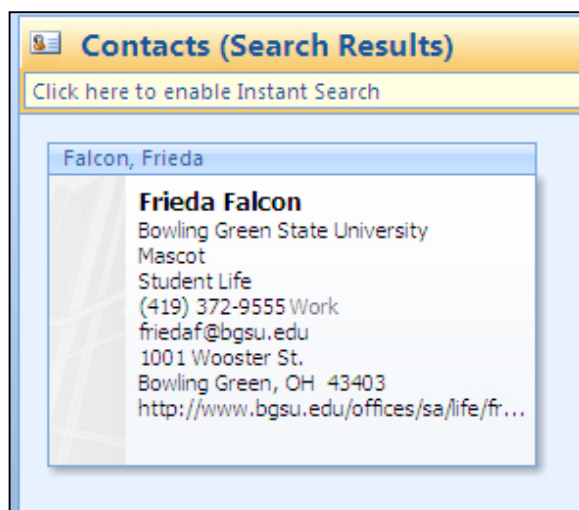
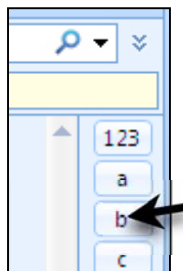
- In any table view, you can also sort contacts by another field by clicking on the column header. Look for the blue triangle next to a column header to see the current sort field.



- To find a contact, type the contact's name, company or state into the **Search** box at the top of the page.

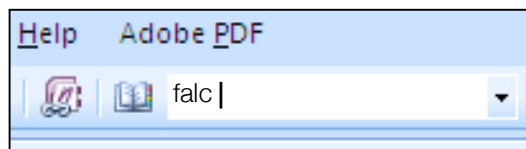


- Or, in any card view, click one of the **Index** letters to the right to jump to that section of the list.
- Click on the contact's name to view or edit details.
 - Click **Save & Close** if you made any changes.



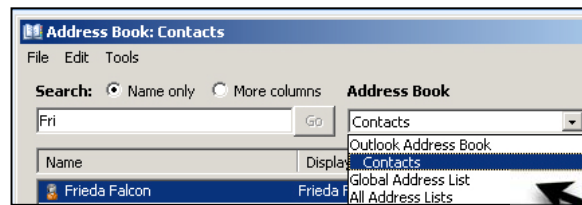
From outside of contacts:

Type the contact's name into the **Search** box in the toolbar to the right of the **Address Book** icon.



From the address book:

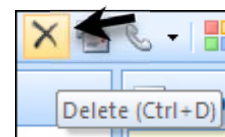
- Click on the **Address Book** icon in the toolbar.
- In the detail box, pull down on the arrow to select your **Contacts** address book.
- Then begin typing the contact's name into the **Search** box. As you type, the list will scroll to jump to the section that most closely matches what you have typed.



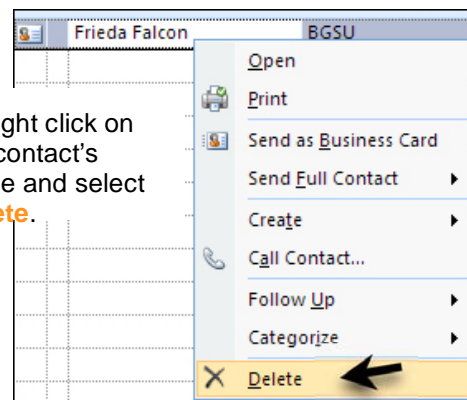
- Click on the contact's name to view or edit details.
- Click **Save & Close** if you made any changes.

Deleting contacts

- Select the contact.
- Click the **Delete** icon on the toolbar or type Control + d.



- Or right click on the contact's name and select **Delete**.



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