

Adding a Contact

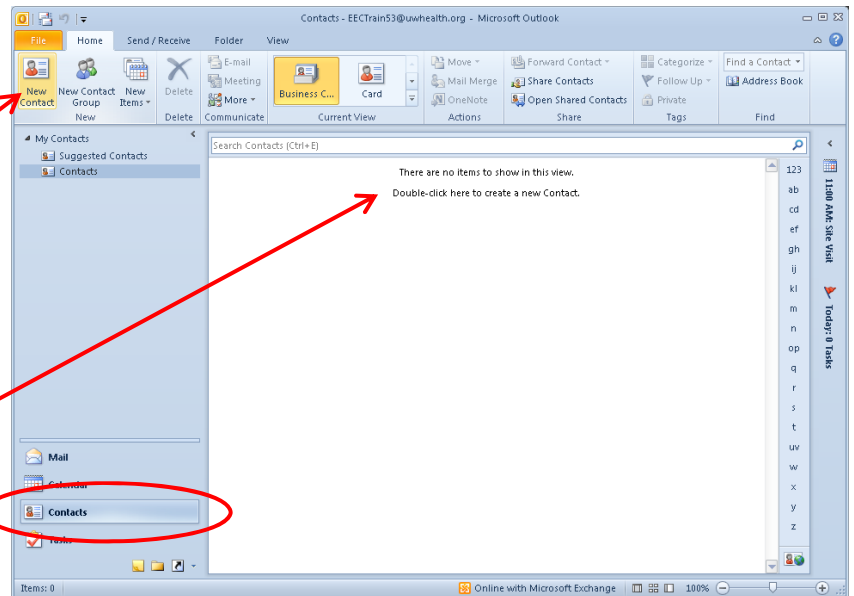
Outlook Contacts is your own personal address book for storing details about people who aren't in the Global Address List, such as Hospital Contacts, vendors and other external contacts or friends. The contacts are easily added manually, or by importing a list of contacts from another program.

To add a single contact - with Contacts selected

Click the New Contact button on the Ribbon

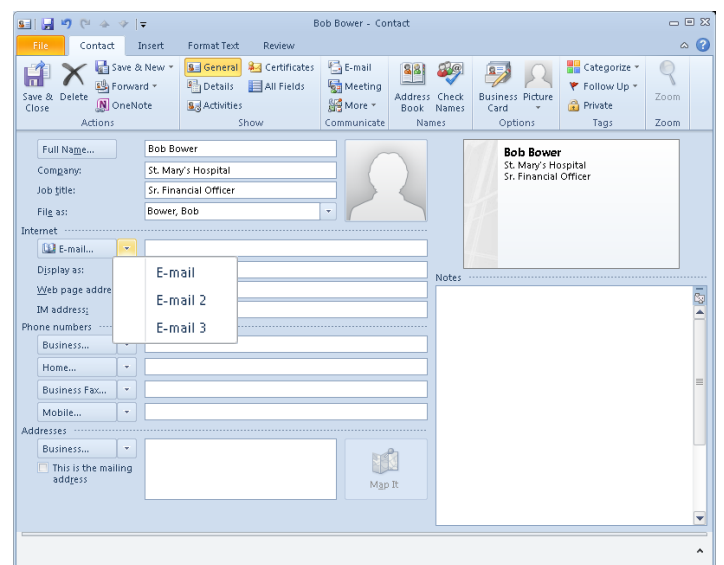
or

Double-click in the main window

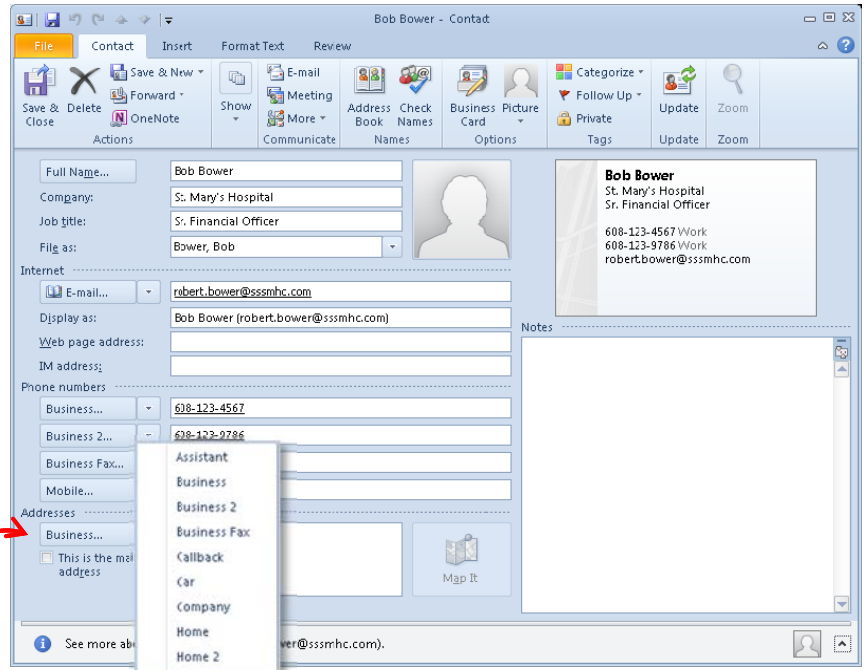


Then start typing the contact's information in the form.

Fields with a drop-down arrow indicate an option is available. For instance, different preferences are available in the File As field or for storing multiple addressees in in the e-mail field.



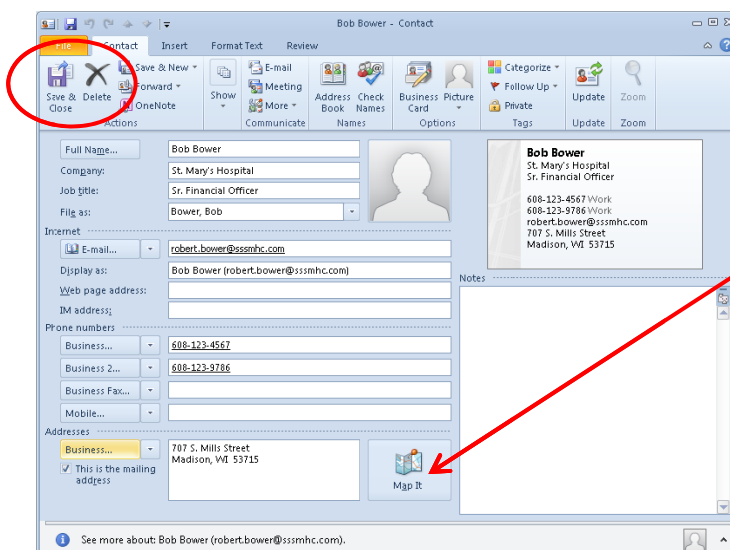
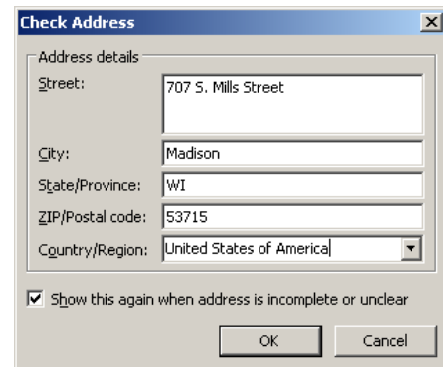
A number of fields are offered to store various phone numbers ... and it's nice to know they can be customized to fit almost any situation ... for instance, you can replace Home with Business 2 here.



For the address, it is a good idea to click the Address button

then enter the details in the Check Address window

This makes sure all the details end up in the correct field.



Street addresses can even be verified with the Map It button ... which opens Microsoft's Bing Map site to display the location on a map.

Now, the contact form is ready to be Saved and Closed.