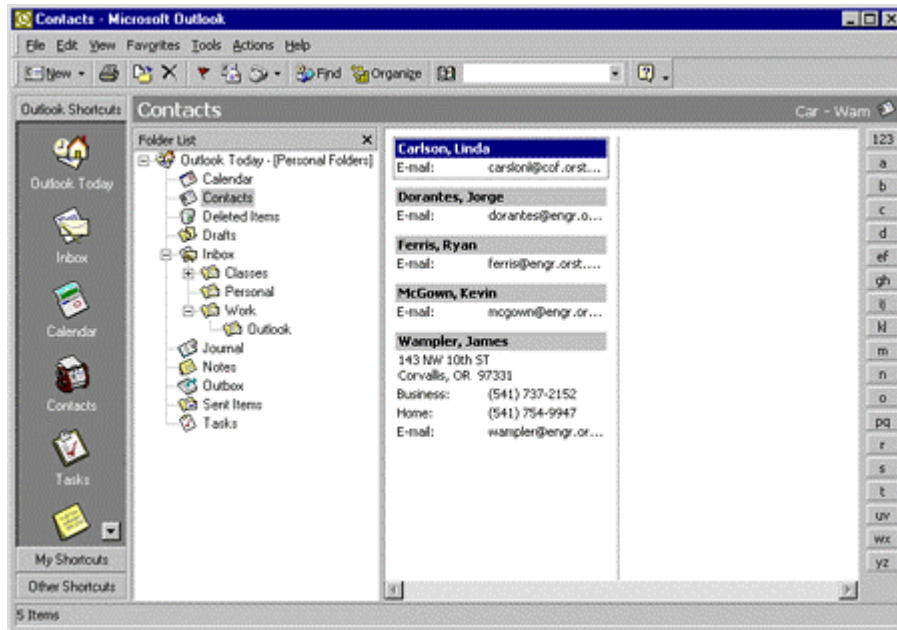


Contacts

Contacts are the list of people in your address book. Much like an electronic Rolodex, Outlook can keep track of phone numbers, E-Mail addresses, and much more important information. Unlike the Address Books in many E-Mail programs, Outlook stores an incredible amount of data on each Contact.






To view the Contacts,



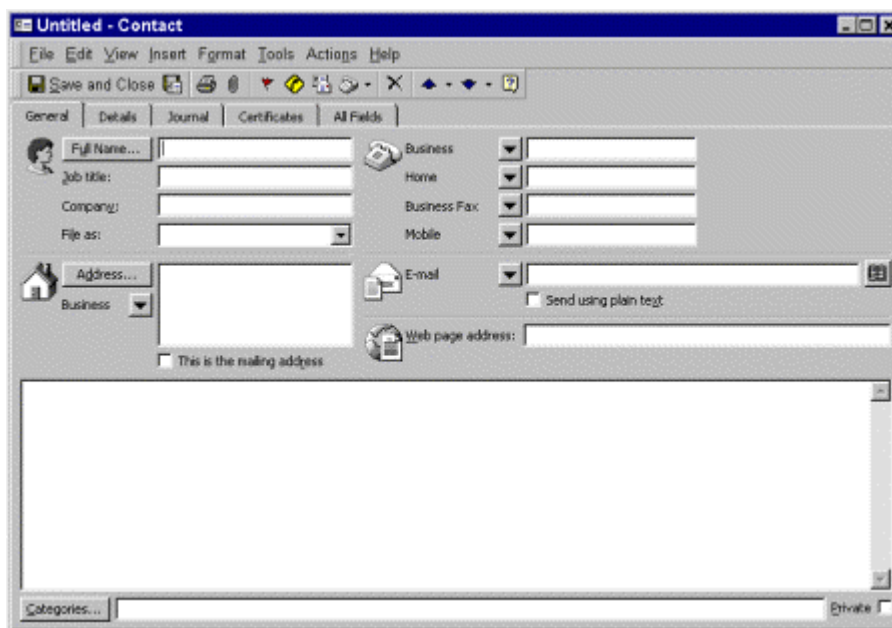
1. Click the **Contacts** in the Outlook Bar.
2. Click on **Contacts** in the Folder List.
3. Click on the Go menu, and select Contacts.

Adding a Contact

To Add a Contact,

- Click the  icon in Toolbar.
- Or, Right Click in the Contacts Window and choose .
- Or, Click on the *File* menu, select *New*, and choose .
- Or, While in the Contacts Windows, press Ctrl + N.

Now, a window should appear that looks like this.




General Tab

On the General Tab, general information about the contact is stored. Name, Address, Phone Number, E-Mail addresses and other personal and business information is stored here.

Details Tab

The Details Tab contains more personal information about the contact. Here, information about the contact's job, family, even birthday is stored. Also, information for online meetings is contained here.

Note: By clicking and holding down on any  a menu of items appears. It is possible to change the categories around, so, for example, if a personal does not have a mobile phone, but does have a pager, the mobile category can be changed to pager.

Customizing the Contacts View

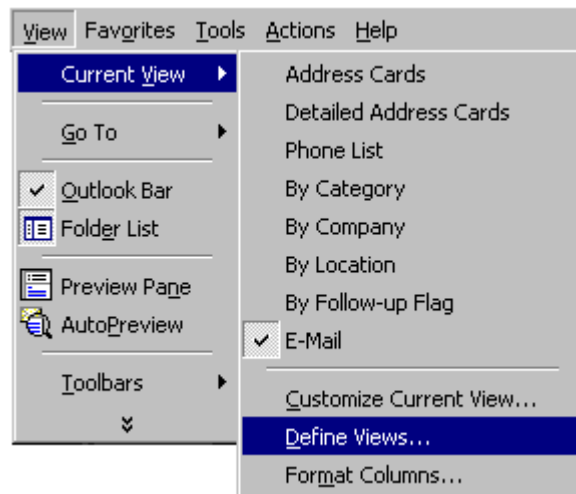
Having a list of contacts is worthless without the ability to view the information easily. Outlook allows for the customization of the contacts view, so contact information can be presented in different ways. Outlook comes with several built-in views, as well as allowing for user defined ones.

To Change the Contact View,

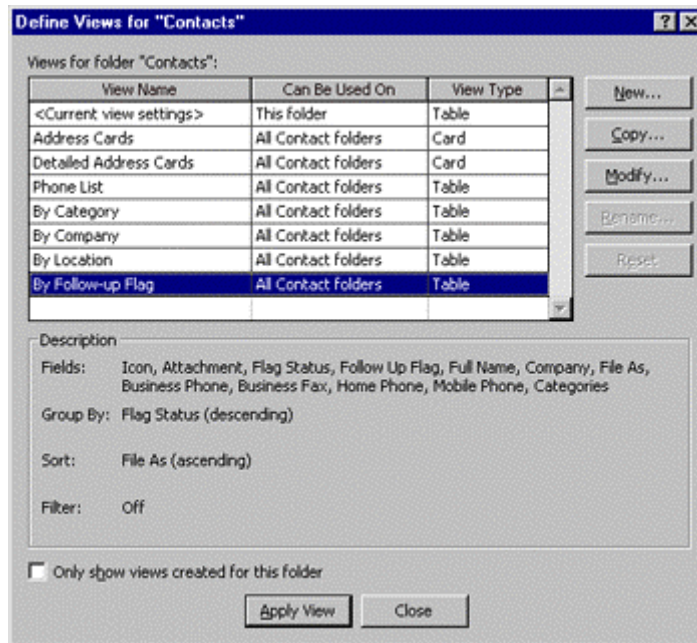
1. Click on the *View* Menu.
2. Click on the *Current View* menu, a list of views can be chosen.
3. Select how to View the Contacts (e.g. Address Cards, By Category, etc.).

To Create a Custom View,

1. Click on the *View* Menu, select *Current View*, then *Define Views*.



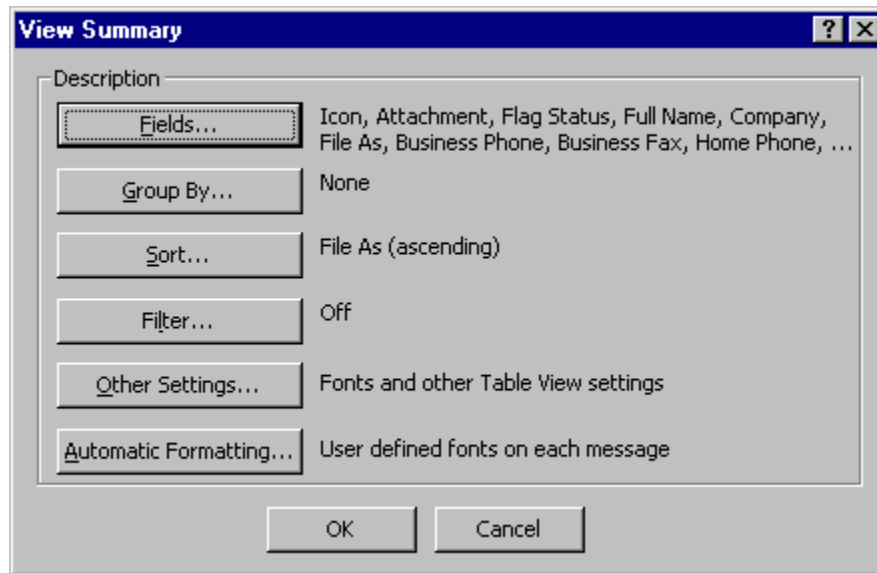
2. A list of the Contact Views should appear. On the Left, select *New*.



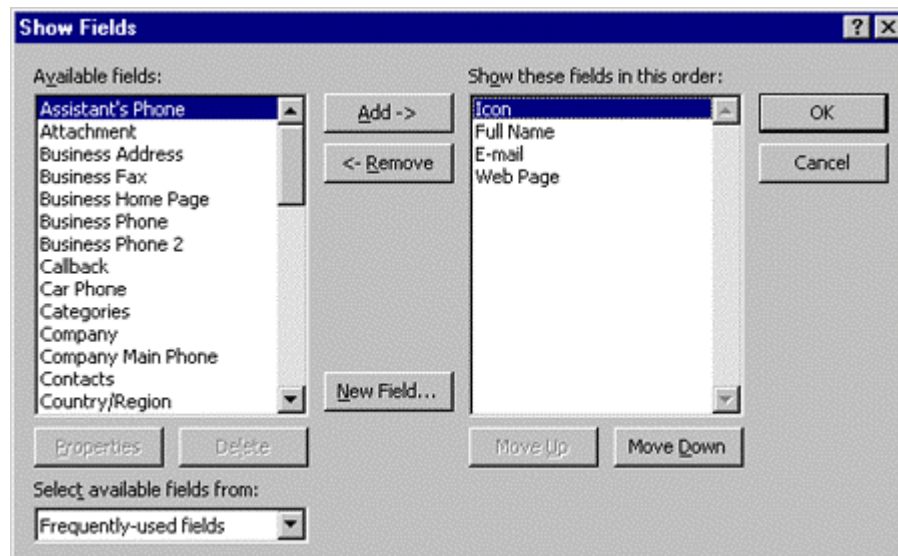
3. Call the new view, "E-Mail View." Make sure the type of view is set to *Table*, and Click OK.



4. When the *View Summary* windows open, choose *Fields*.



4. In the Show Fields window, remove all fields except "Icon" and "Full Name".
5. Add the "E-Mail" and "Web Page" fields.



6. Click OK. Click OK in the *View Summary* window. Click *Apply View* in the *Define Views* window.
7. If necessary, resize the columns by clicking on the edge of a column, and dragging left or right.

Importing and Exporting Contacts

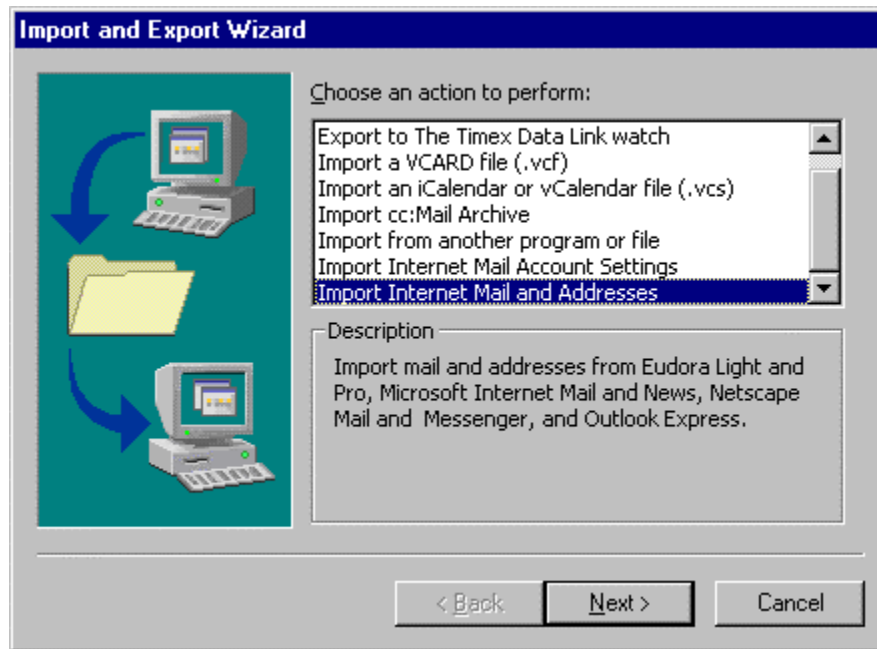
One important feature in Outlook is the ability to import contacts into Outlook from other programs (cc:Mail, Netscape, Eudora, Outlook Express, etc) and export those Contacts so other programs can use them.

To Import Mail and Addresses from Outlook Express,

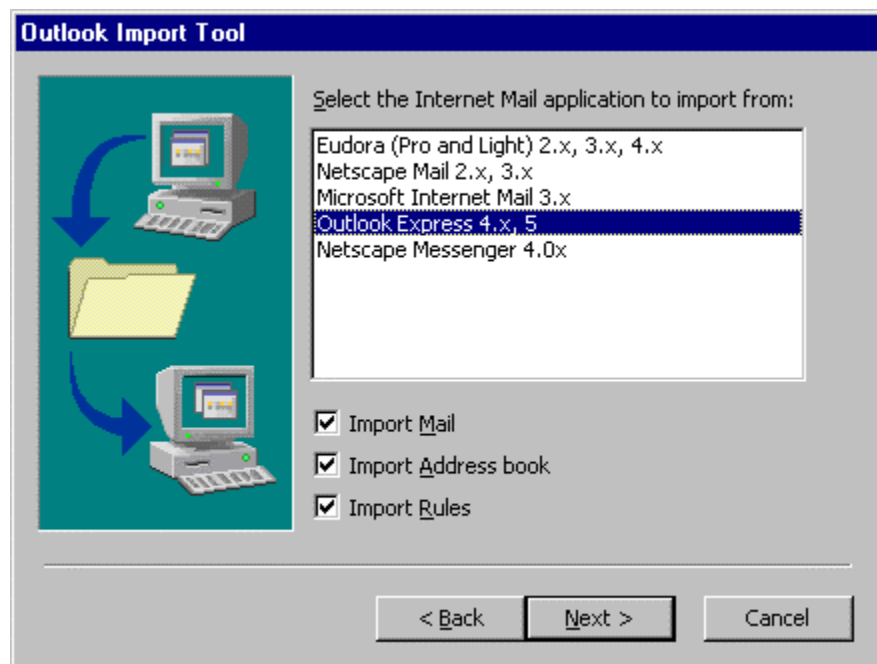
1. Click the *File* Menu, and select *Import and Export*.



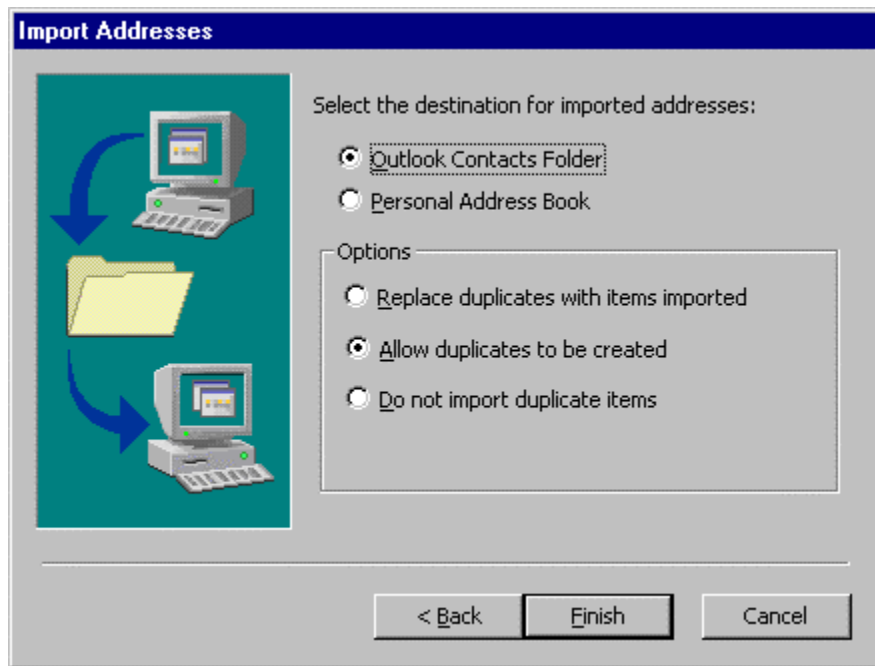
2. In the *Import and Export Wizard*, select *Import Internet Mail and Addresses* and Click Next.



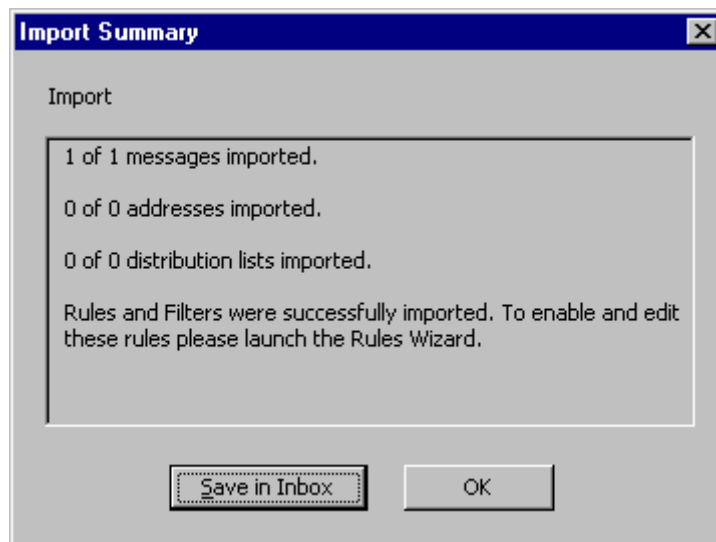
3. Select *Outlook Express* and Click Next.



4. Select the Outlook Contacts Folder, and Click Finish.



5. If completed successfully, a summary screen will appear.

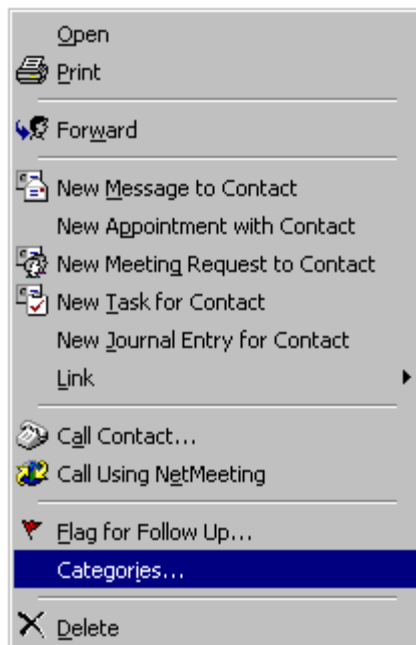


Using Categories for Distribution Lists

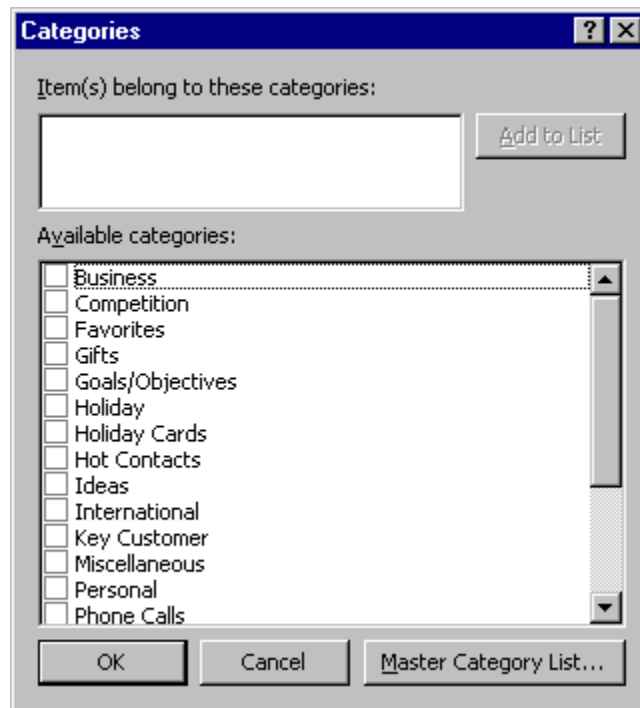
Categories are the way that Outlook creates distribution list from the Contacts. Contacts can belong to multiple categories, and when E-Mail is sent to a category, all recipients will see the e-mail addresses that are on the distribution list.

To Create a New Category,

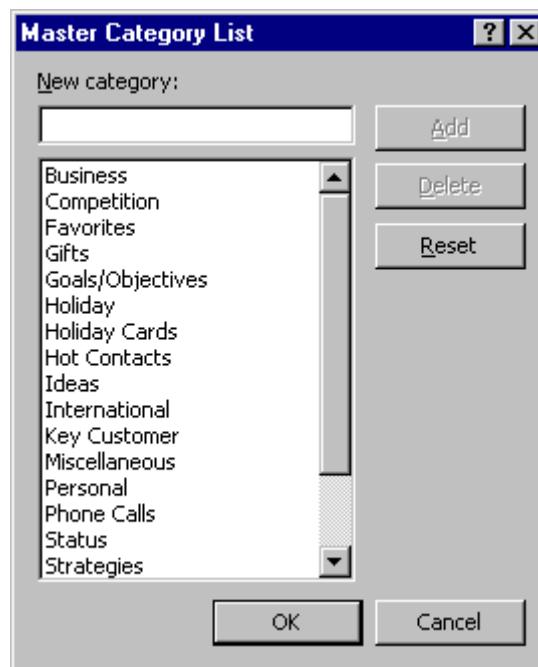
1. Right Click on a Contact and select *Categories*.



2. Select *Master Category List*.



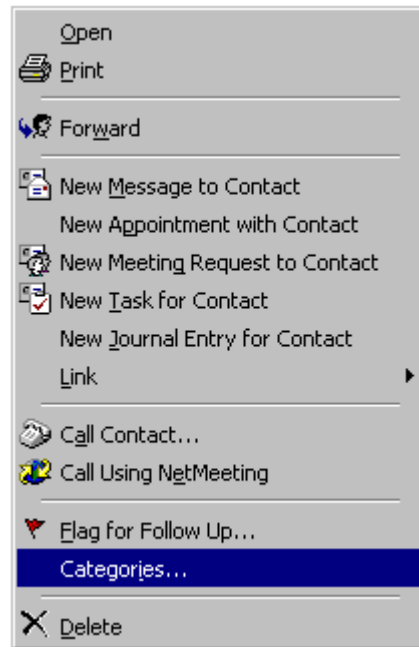
3. Type in the Name of the Category you want to add, and Click Add.



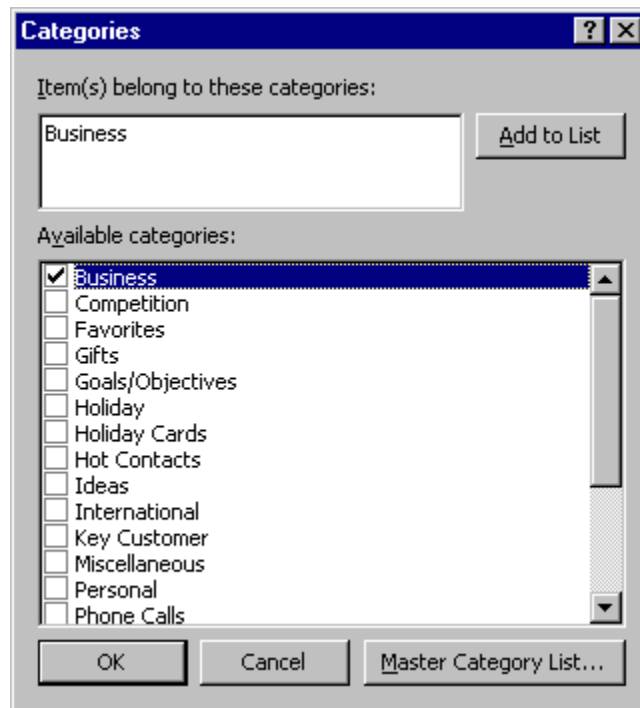
4. The new category should be visible in the List.

To Add a Contact to a Distribution List,

1. Select a Contacts View where all Contacts can be seen, such as *Address Cards* or *E-Mail View*.
2. Find the Contact you want to Add.
3. Right Click on the Contact and select *Categories*.



4. Click on the Checkbox next to the Category you want.



5. Select *Add to List*, then Click OK.