Adding Contacts in Outlook
Tech Tip from Linda Baier
Why Add Outlook Contact(s)?

- Retain contact information on individuals not in MSU Contact Address Book
  - Email address
  - Mailing address
  - Phone number
  - Other
Steps to Add Contact

1. Click Contacts in Navigation pane
Steps to Add Contact

2. Click “New Contact” button on left side of “Home” tab
Steps to Add Contact

3. Your “Contact” tab will open, and you can insert your choice of information into text boxes
Steps to Add Contact

4. Click “Save & Close” button at left of ribbon.
Summary

1. Click “Contacts” link on Navigation Pane
2. Click “Add Contact”
3. Insert Contact’s information
   - Name, email, phone, etc.
4. Click “Save & Close” button
From Outlook HELP...

- In **Contacts**, on the **Home** tab, in the **New** group, click **New Contact**.
  - **Keyboard shortcut** To create a contact from any folder in Outlook, press CTRL+SHIFT+C.
- Enter a name and any other information that you want to include for the contact.
- Do one of the following:
  - **To finish entering contacts** On the **Contact** tab, in the **Actions** group, click **Save & Close**.
  - **To save this contact and start another** Click **Save & New**.
  - **To save and enter another contact from the same company or address** Click the down arrow next to **Save & New**, and then click **Contact from the Same Company**.

**Notes:**
To enter multiple entries for a field, such as more than one phone number or e-mail address, click the down arrow next to the field. To add a photo of your contact, click the photo icon, or on the **Contact** tab, in the **Options** group, click **Picture**, and then click **Add Picture**.