



Adding Contacts in Outlook

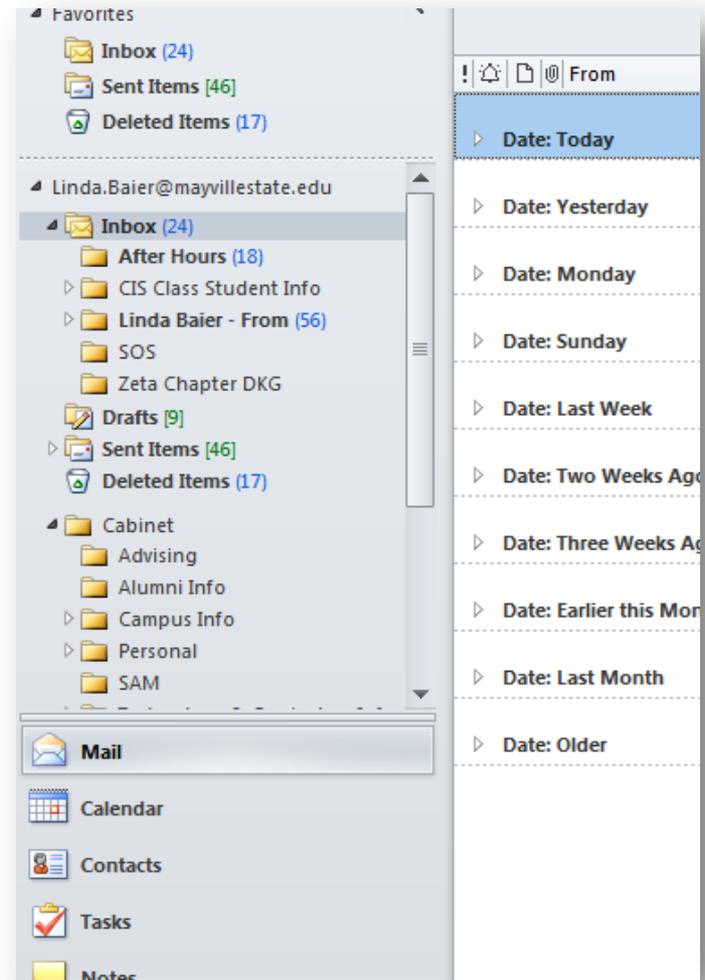
Tech Tip from Linda Baier

Why Add Outlook Contact(s)?

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

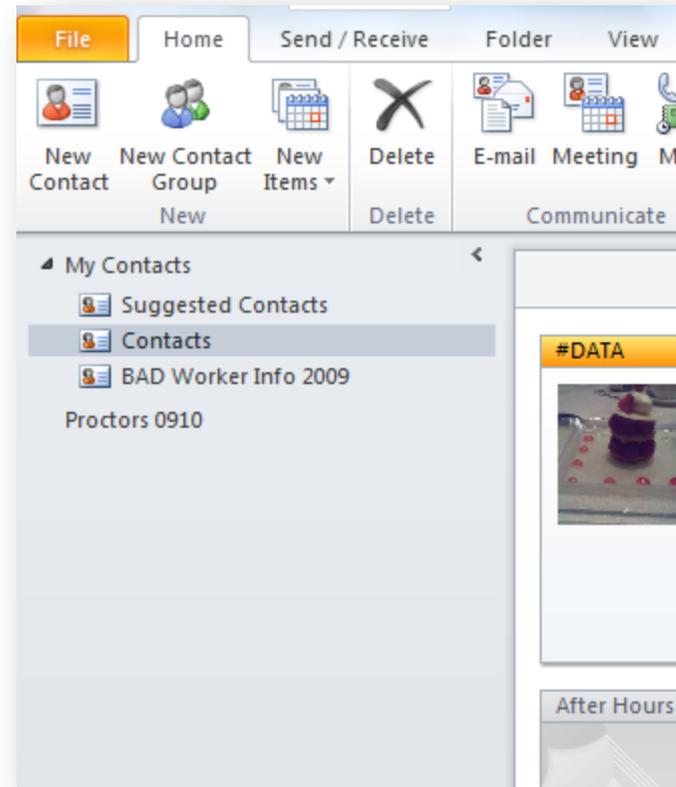
Steps to Add Contact

1. Click Contacts in Navigation pane



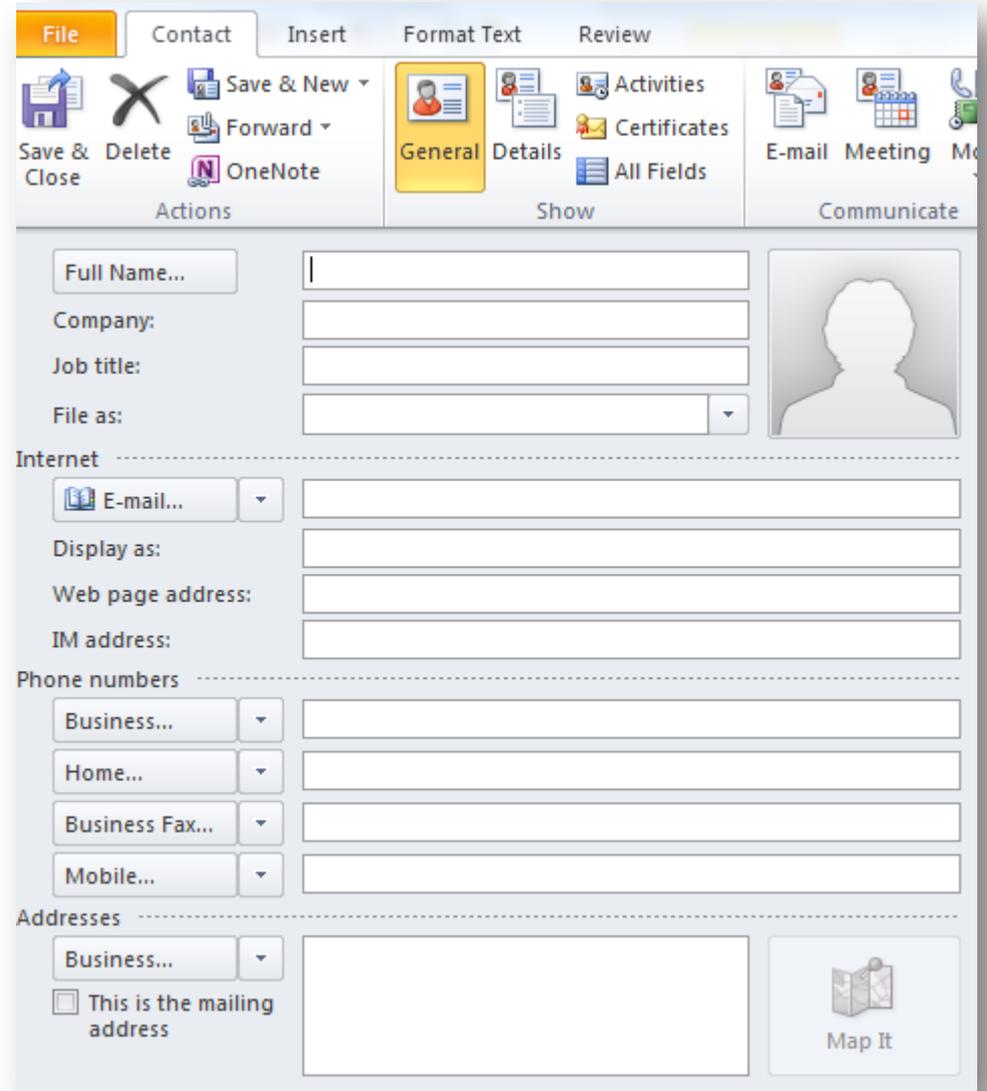
Steps to Add Contact

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



The image shows a screenshot of the Microsoft Office 'Contact' tab ribbon and the corresponding form fields. The ribbon includes the following groups and items:

- File** (highlighted)
- Contact** (active tab)
- Insert**
- Format Text**
- Review**

The ribbon items are organized into three groups:

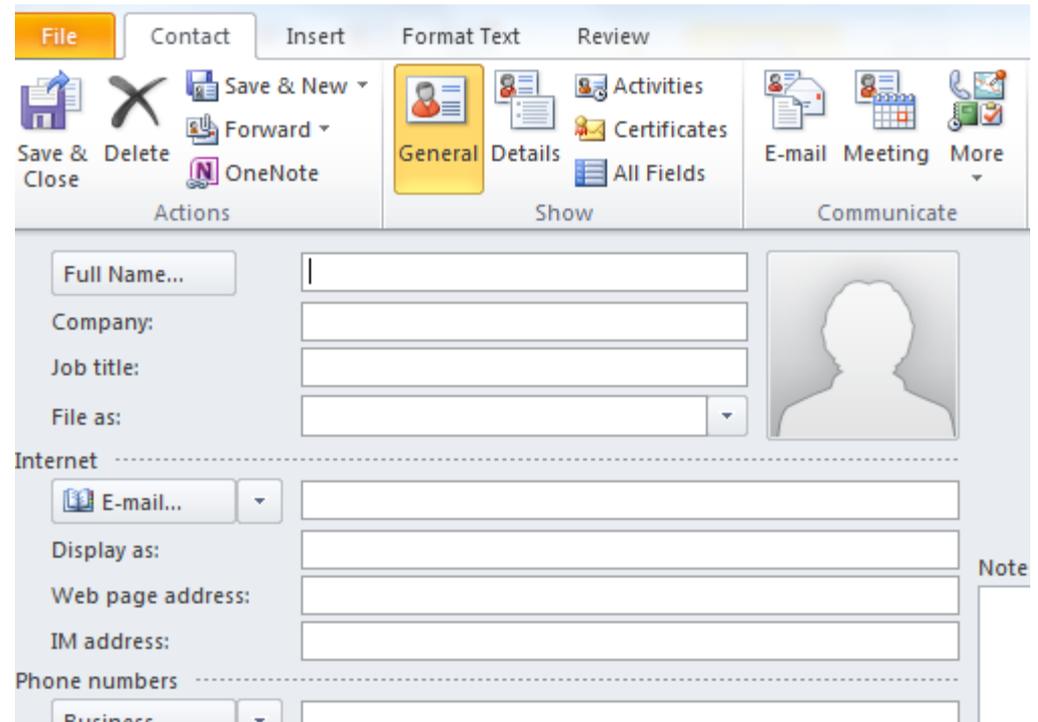
- Actions:** Save & Close, Delete, Save & New, Forward, OneNote.
- Show:** General (highlighted), Details, All Fields.
- Communicate:** Activities, Certificates, E-mail, Meeting, Mo.

The form fields are organized into several sections:

- Personal Information:** Full Name..., Company:, Job title:, File as: (dropdown), and a profile picture placeholder.
- Internet:** E-mail... (dropdown), Display as:, Web page address:, IM address:.
- Phone numbers:** Business... (dropdown), Home... (dropdown), Business Fax... (dropdown), Mobile... (dropdown).
- Addresses:** Business... (dropdown), This is the mailing address, and a Map It button.

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**.