

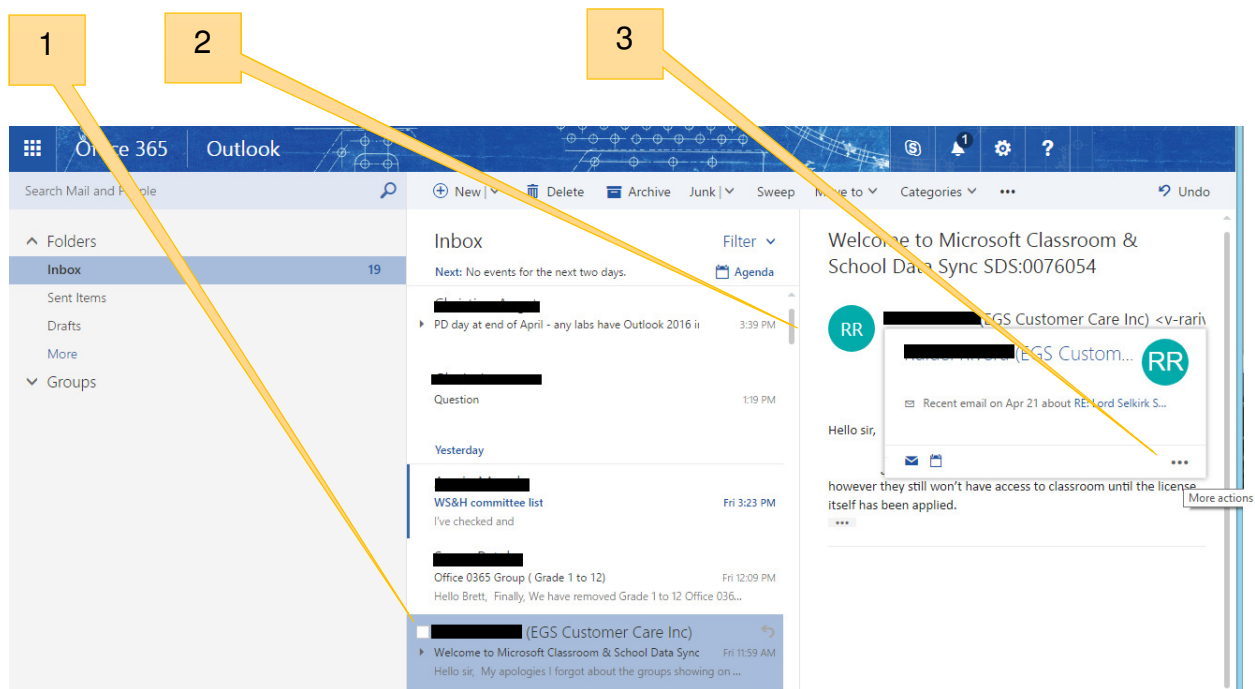
Managing your Contacts

How to quick-add a person to your Contacts once they have emailed you

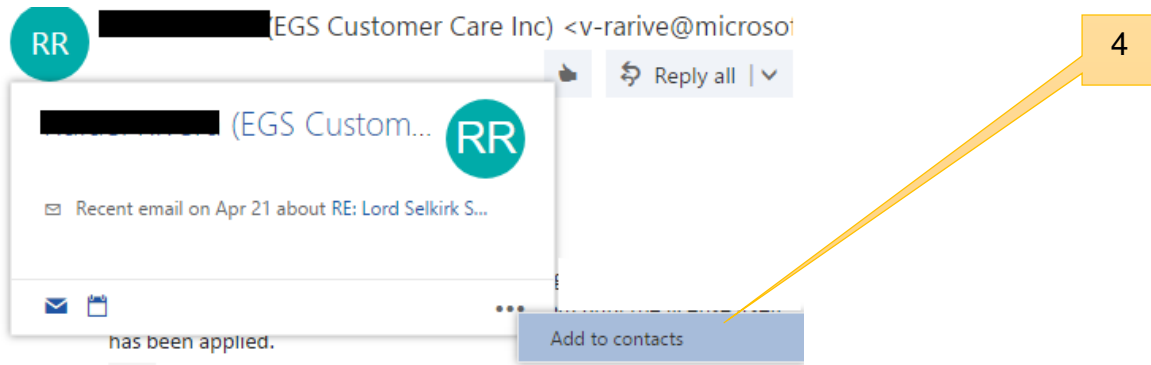
If a person emails you and you want to add that person to your Contacts:

1. Click on the email
2. Mouse-over the person's name
3. Click More options...
4. Click Add to Contacts

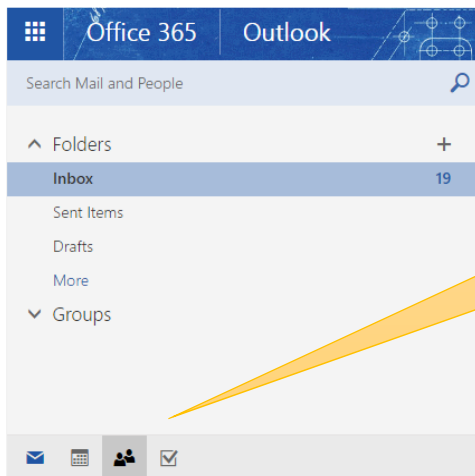
Your screen will change to allow you to add the person to your Contacts.



(Zoomed in)



Viewing the Contacts area of your account



Click the *People* icon button at the bottom left corner of your page.

Once you click the icon, your screen changes to the *Contacts* area of your account. Here, you can create, delete, import and export your contacts.

Office 365 Outlook

Search People

New Manage Edit Delete Lists

Contacts

1 of 63 selected By first name ▾

	Full name	Email address	Title
<input checked="" type="checkbox"/>	AS [redacted]	[redacted]	(Empty)
<input type="checkbox"/>	AS A	as	(Empty)
<input type="checkbox"/>	A	ah	(Empty)

Featured people

- Frequently contacted
- On your calendar
- Favorites
- For follow-up

Your contacts

- Contacts
- Connect to social networks

Click **New** to add a new contact

If you want to edit or delete a contact, click the check box beside the person's name...

These options then appear.

Creating a Contact List

There may be a group of people that you regularly email. If this is the case, you can create a Contact list to make selecting them easier next time you want to email them.

Instructions:

Office 365 Outlook

Search Mail and People

^ Folders +
 Inbox 19
 Sent Items
 Drafts
 More
 v Groups +

Click the *People* icon button at the bottom left corner of your page.

Office 365 Outlook

Search People


New ▾ Manage

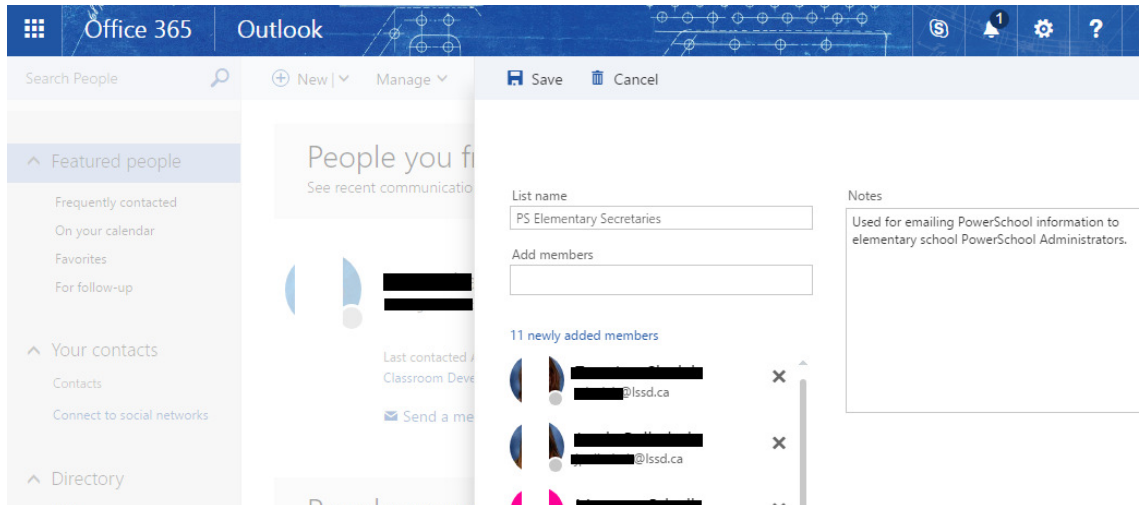
^ Featured people
 Frequently contacted

Contact
 Contact list
 Group

Click the down arrow right beside the New icon...

...and then click Contact List menu option.

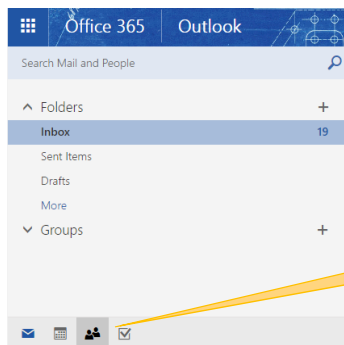
Type in a List name and add members to it by typing their names into the Add members field. Click  Save when done.



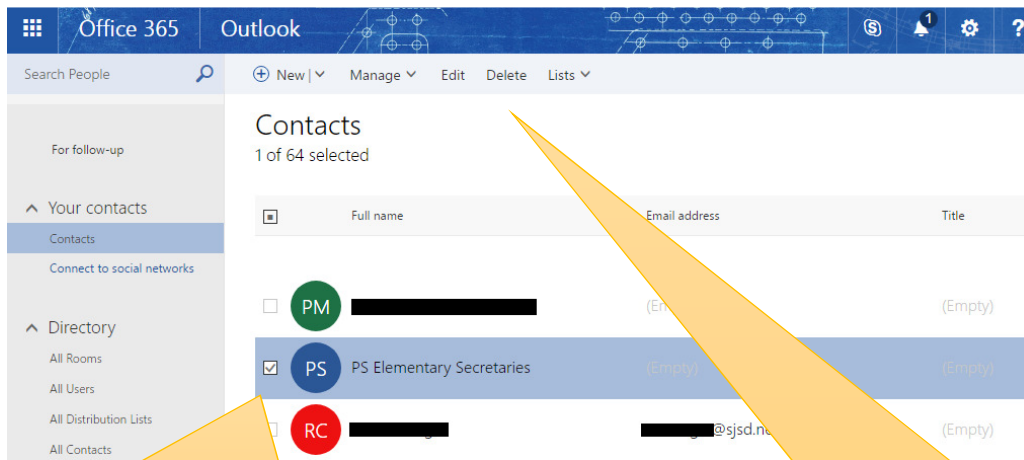
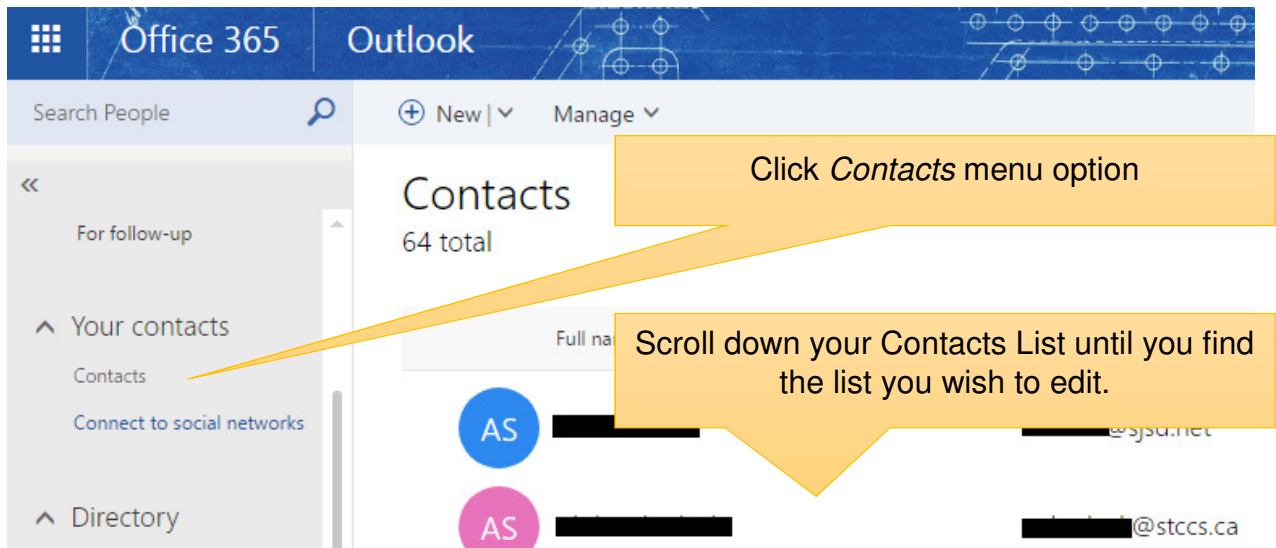
Once saved, you can now use the List name in the **To** field of future email.

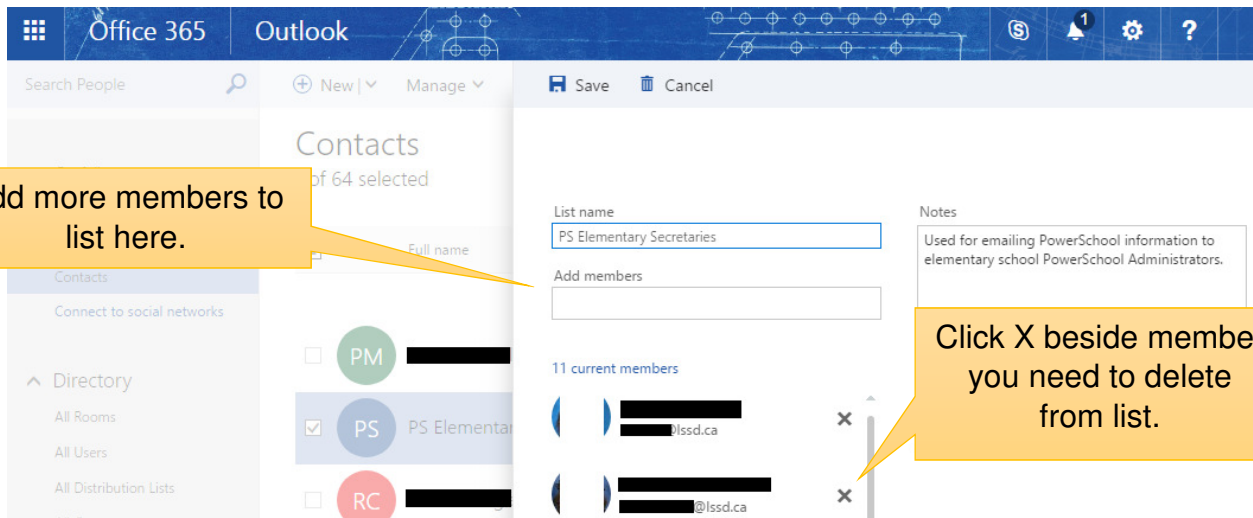
Updating your Contact Lists


In the last example a Contact List named “PS Elementary Secretaries” was created. What if we need to add or remove members from this list?



If necessary, click the *People* icon button at the bottom left corner of your page.





Click  Save once you are finished editing list.