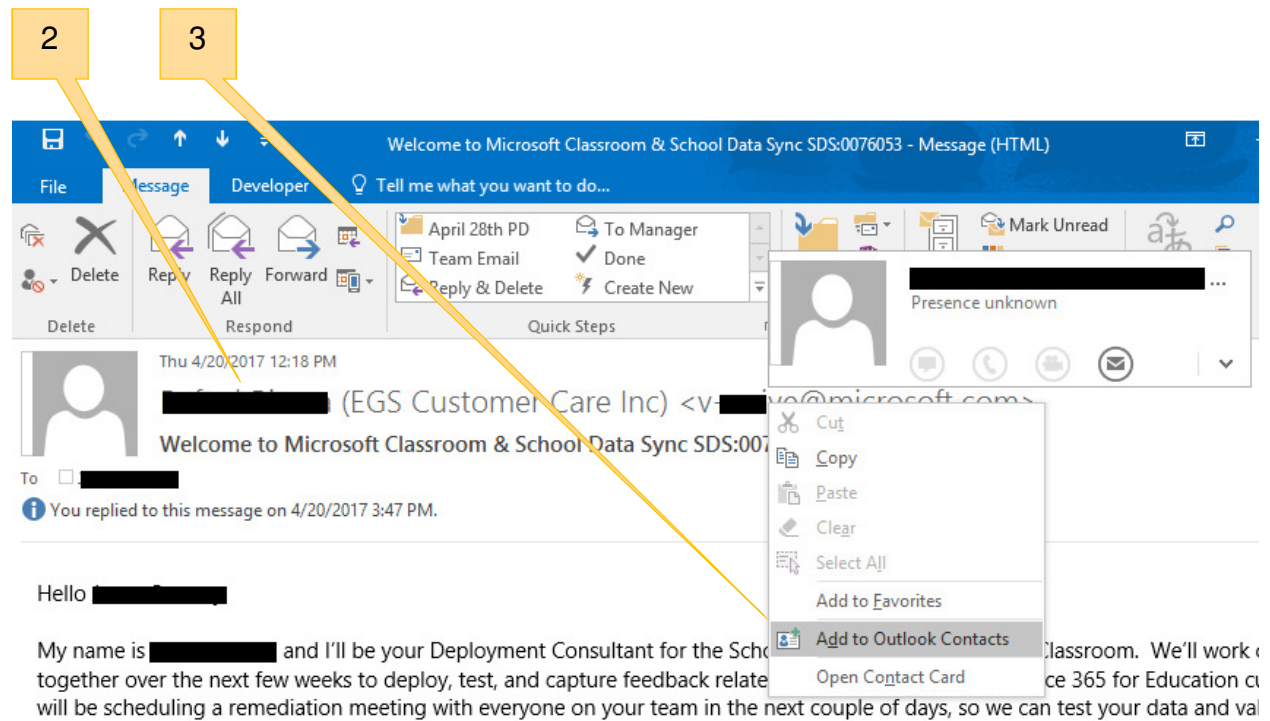


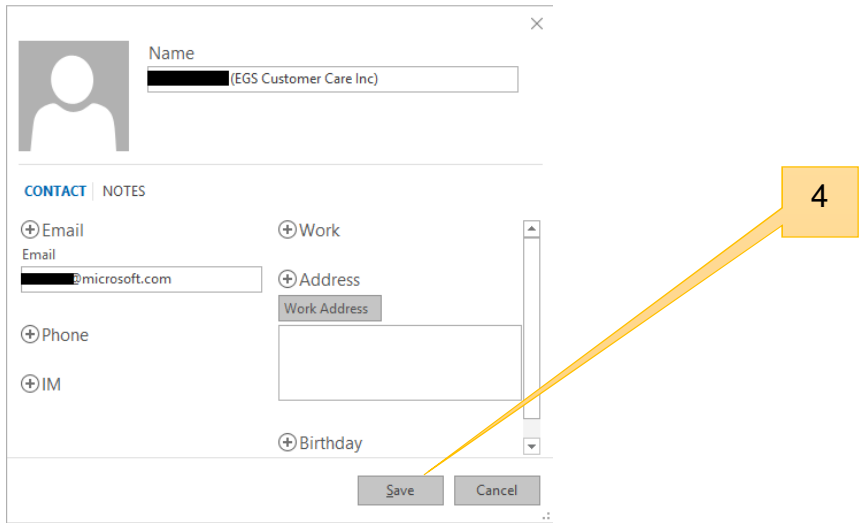
Managing your Contacts – Outlook Client version

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

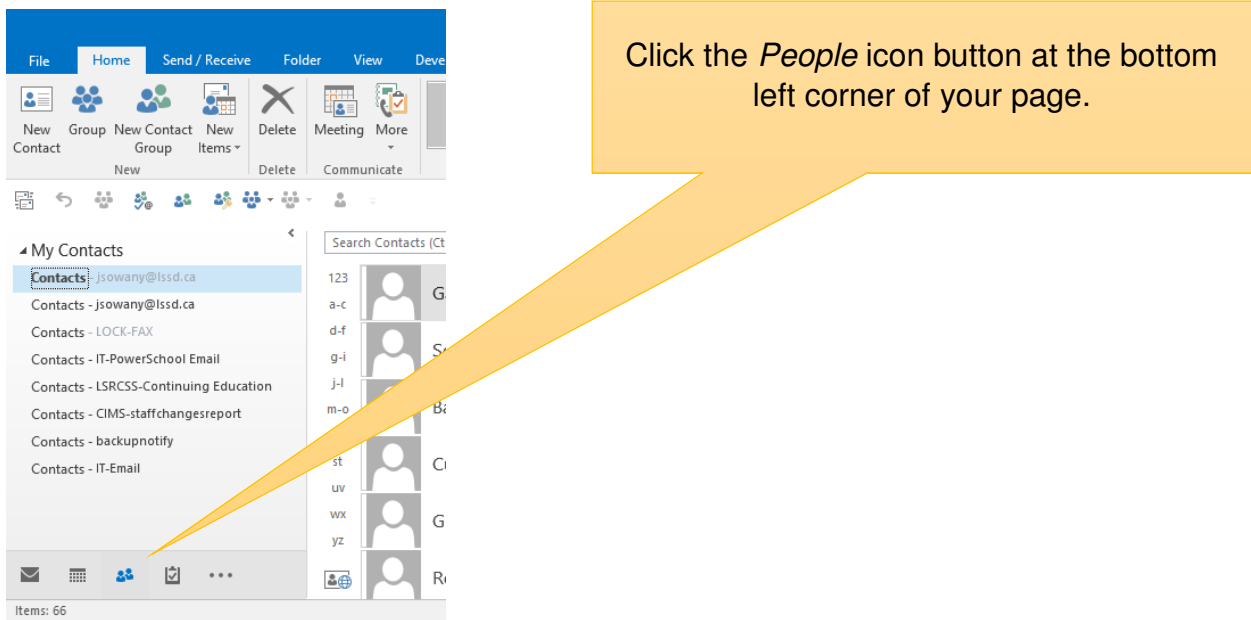
If a person emails you and you want to add that person to your Contacts:

1. Double-click on the email so it opens up in its own window
2. Right-click the person's name
3. Click **Add to Outlook Contacts**
4. Review (edit if desired) name and then click SAVE button



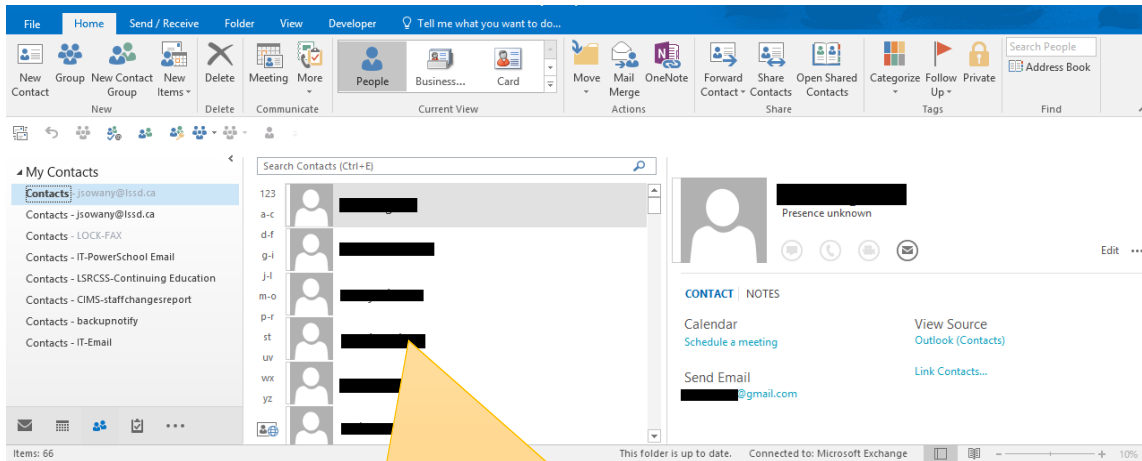


Viewing the Contacts area of your account



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.

Click *New Contact* to add a new contact

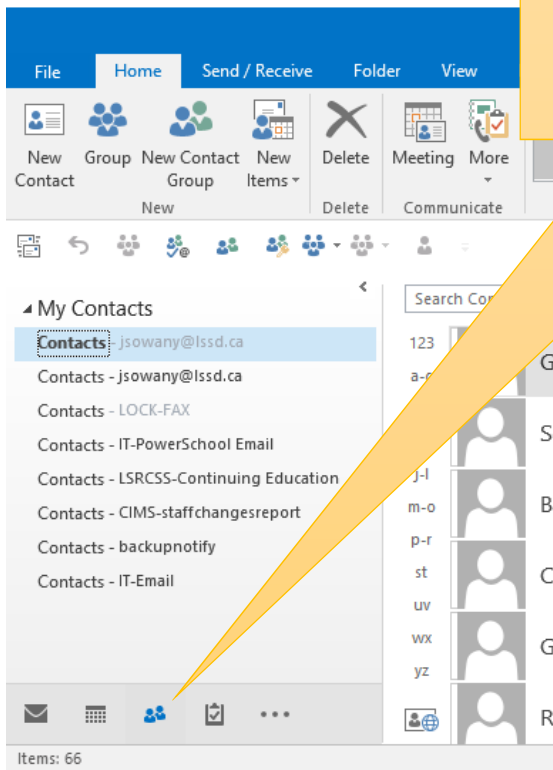


If you want to edit or delete a contact, right-click the name and select the appropriate menu item that appears....

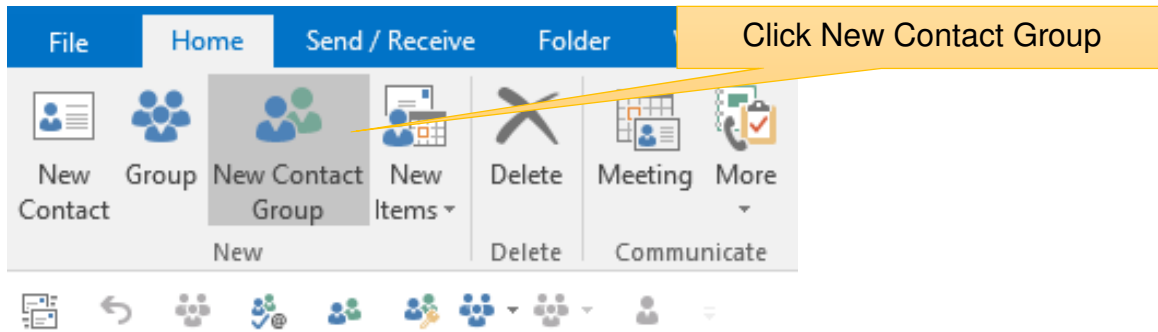
Creating a Contact List

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.

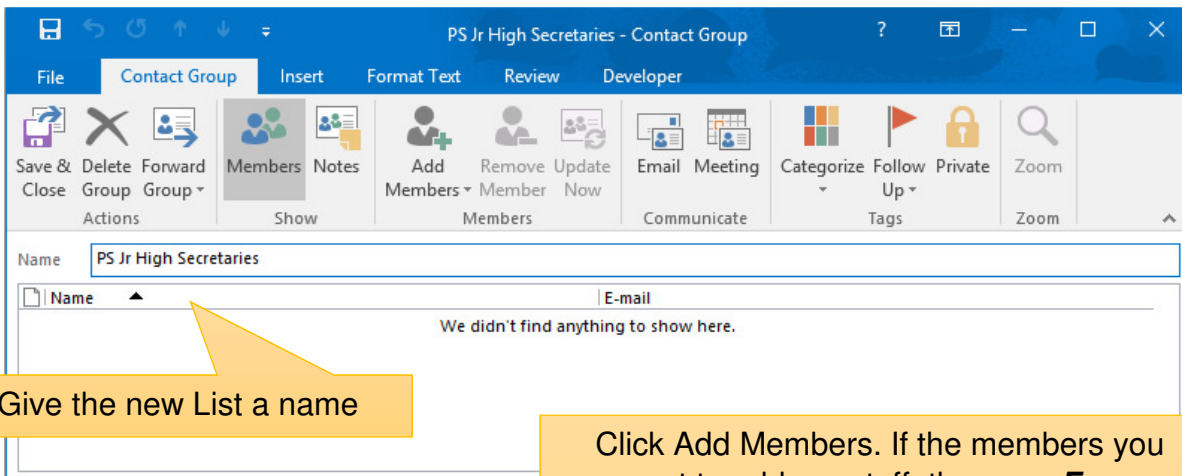
Instructions:



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

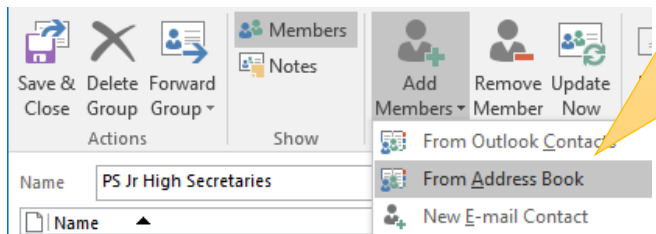


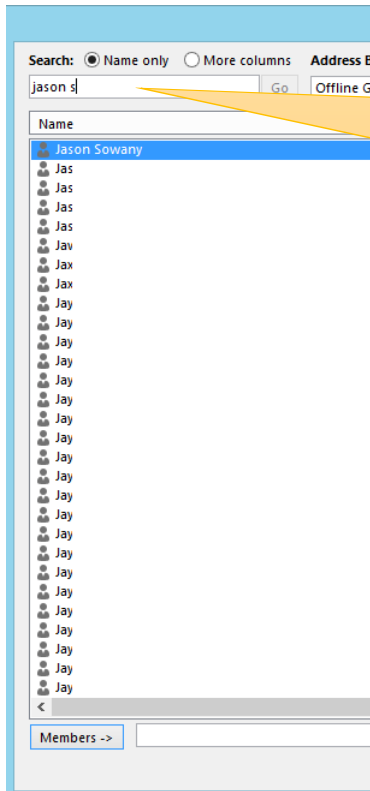
Type in a List name and then click on the Add Members menu button to add members in.



Give the new List a name

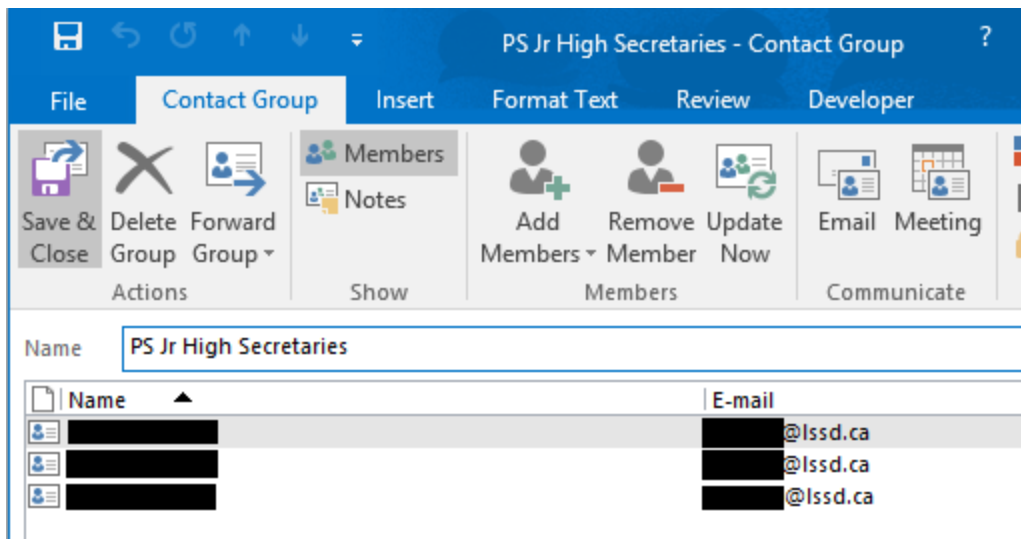
Click Add Members. If the members you want to add are staff, then use **From Address Book** option





Type in person's name (or partial name) to search for them in the Address Book. Once found, double-click. Repeat until all the members are loaded into your list. Click OK when you are done.

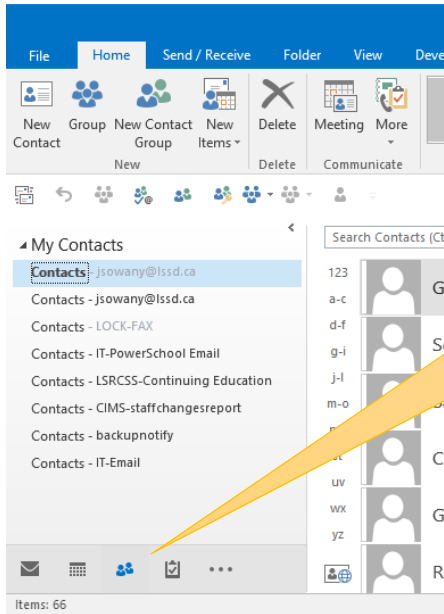
Click SAVE AND CLOSE menu button to save your new list.



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.

