
How to . . .

Create New Outlook Contact

With Outlook open, select:

- Contacts folder
- Click New

Click down arrows to enter additional phone numbers

Click down arrow to enter additional email addresses

- Select Full Name Button for name details
- Select Address Button for address details
- Fill in phone, email and webpage details

Check Full Name

Name details

Title: [dropdown]

First: [text box]

Middle: [text box]

Last: [text box]

Suffix: [dropdown]

OK

Cancel

Show this again when name is incomplete or unclear

Check Address

Address details

Street: [text box]

City: [text box]

State/Province: [text box]

ZIP/Postal code: [text box]

Country/Region: [dropdown]

OK

Cancel

Show this again when address is incomplete or unclear

Link to other Contacts:

- Select Contacts button
- Select folder to look in
- Select Contact
- Click Apply, then OK

Link to Category:

- Select Category Button
- Select one or more categories, or create new one by:
- Select Master Category List
- Type in new category name
- Click Add, then OK
- Select Category
- Click OK

Save & Close contact information

Delete Contact

- Select contacts folder
- Right mouse click on contacts name
- Click Delete