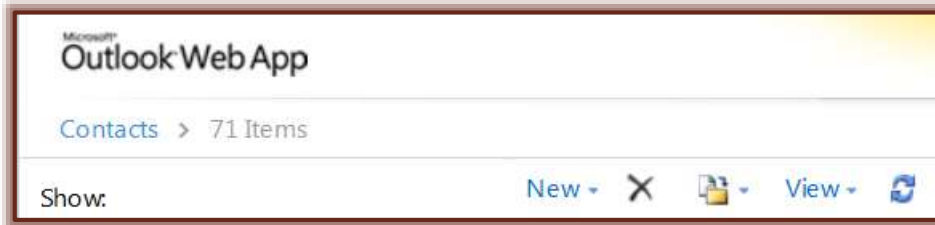
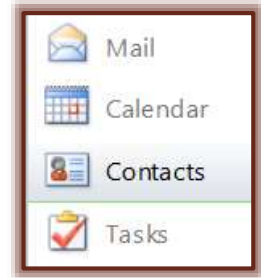


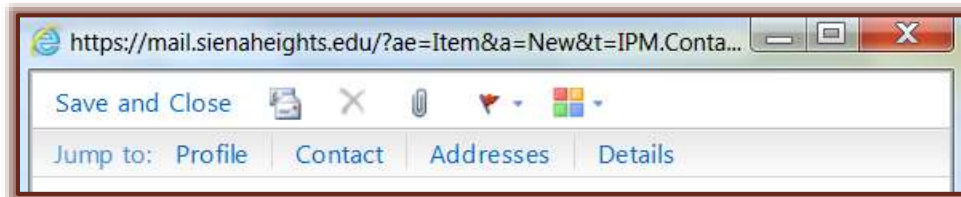
CONTACTS - OUTLOOK WEB ACCESS

This is a list of the people for whom you want to keep email and address information. To use this feature:

- ✦ Click the link for **Contacts** in the left frame of the window (see illustration at right).
- ✦ Click the **New** button on the **Contacts** window toolbar (see illustration below).



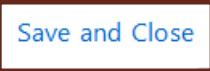



- ✦ The **Untitled - Contact** window will appear.





- ✦ The areas within this window are **Profile**, **Contacts**, **Addresses**, and **Details**.
- ✦ Within the **Addresses** area, it is possible to input addresses for **Business**, **Home**, and **Other**.
- ✦ Fill in the information for the new contact.
- ✦ When all the information has been entered, click the **Save and Close** button in the upper left corner of the window.
- ✦ The information will appear in your **Contacts** window.
- ✦ Continue this process until all the **Contacts** have been added to your **Contacts** list.
- ✦ You will be able to view your list of **Contacts** by clicking the **Contacts** link.

New Contact Toolbar

- ✦ This toolbar is located at the top of the Untitled Message window. It is used to perform different operations within the window, such as saving and sending messages, attaching files, and checking spelling in messages.

Button and Image	Description
Save and Close 	To save an appointment and close the appointment window, click this button.
New Message to Contact 	Select this option to send a message to a Contact directly from the Contact window.
Delete 	To remove a Contact, select this option. A confirmation window will not display. The Contact will be removed immediately.
Attach File 	This button is used to attach a file, such as a Word document, to an appointment.

Button and Image	Description
Flag for Follow-up 	Select this option to flag the Contact for follow-up at a future date. You can select from a list of possible times or specify a specific date.
Apply Categories 	To apply a category to the Contact, click this button. A list of different categories will display. Click the check box next to the category to apply. Click Manage Categories to add a new category. To see a list of additional categories, click the Other Categories link.