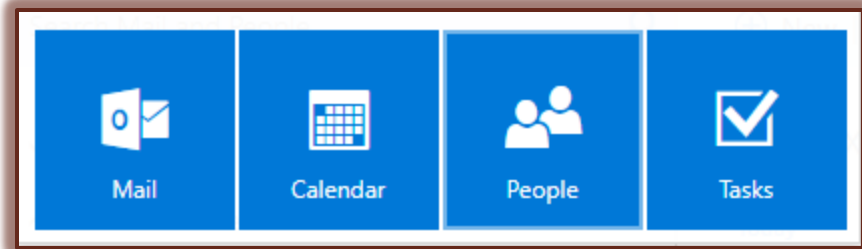# CONTACTS – OUTLOOK WEB ACCESS

This is a list of the people for whom you want to keep email and address information. To use this feature follow the directions below.
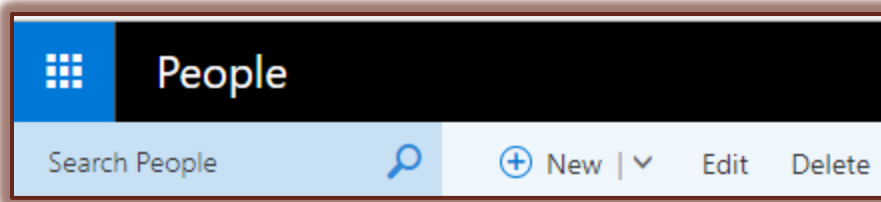
✞ Click the button in the upper-left corner of the Outlook window.

✞ Click **People** from the group of tiles that appears.

✞ Click the **New** button on the **Contacts** window toolbar.

✞ The **Add Contact** window will appear.
✞ 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** button in the upper left corner of the window.
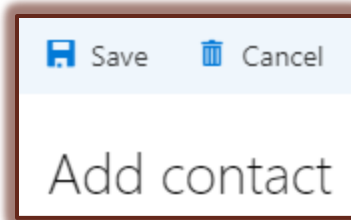
✞ The information will appear in your **Contacts** window.
✞ Continue this process until all the **Contacts** have been added to your **Contacts** list.
✞ You will be able to view your list of **Contacts** by clicking the **Contacts** link.