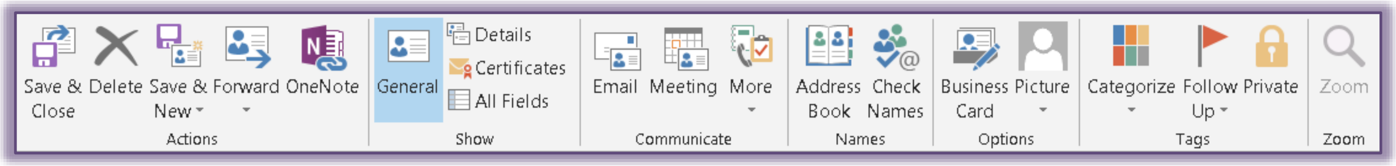
Add Contact Ribbon-Contact Tab

This tab is used to save a Contact, to show the Contact, to add different elements to the Contact, to send an email directly from the Contact, plus many other options. This document will list and explain each button on the Contact ribbon.



Group/Button	Description
Actions Group	
Save & Close	Once the information has been entered into the Contact record, click this button to save the Contact and close the window.
Delete	Use this button to remove a Contact. The Contact will be moved to the Deleted Items folder.
Save & New	To save a Contact, close the Contact record, and open a new Contact record, click this button.
Forward	This button is used to forward Contact information to another person or organization. The Contact can be forwarded as a Business Card, in Internet Format, or as an Outlook Contact. When this button is selected, the Untitled Message window will display.
One Note	When this button is clicked, Contact notes can be created in OneNote. OneNote is a program that comes with the Microsoft Office Suite of Programs.
Show Group	
General	Click this button to show the General page of the Contact information. The general page is where primary information about the contact can be entered, such as the name, phone number, street address, city, state, and email address.
Details	To enter or edit secondary information about a Contact, click this button.
Certificates	This button is used to show the Certificates page for a Contact. This is the area where Digital IDs are stored.
All Fields	Click this button to show the All Fields page of the Contact. This page is used to edit all the information for a Contact.
Communicate Group	
Email	This button is used to send an email message to the selected Contact. The Untitled-Message window will display.
Meeting	Use this button to create a new meeting with the selected Contact. The Untitled-Meeting window will display.
More	This option is used to assign a task, send an email or Instant Message to the contact, to launch the Web site specified in the contact, or to add a Journal entry.

Group/Button	Description
Call	To call this person using a phone or instant messaging, click this button.
Web Page	This button is used to launch the Web site that is specified in the Contact record.
Assign Task	Click this button to assign a task to the selected Contact. The Untitled-Task window will display.
Map It	To display a map to the address specified in the Contact record, click this button.
Names Group	
Address Book	The Address Book is used to search for names, addresses, and email addresses.
Check Names	Use this button to check the names and email addresses for the Contact to make sure it is possible to send a message to them.
Options Group	
Business Card	Use this button to add or edit a business card for the Contact. The Edit Business Card window will display.
Picture	To add or edit a picture for this Contact, click this button. The Add/Change Contact Picture window will display.
Tags Group	
Categorize	This button is used to add a category for the appointment. Several categories are available in Outlook. Additional categories can be added to the list.
Follow-Up	Click this button to set a flag for a reminder at a future date to follow up on this Contact. A list of follow-up options will display.
Private	This button is used to mark a Contact as private. This means that anyone else viewing the Contacts will not be able to see the record for this Contact.
Zoom Group	
Zoom	When this button is clicked, the Zoom dialog box will display. This dialog box can be used to change the Zoom level of a document.