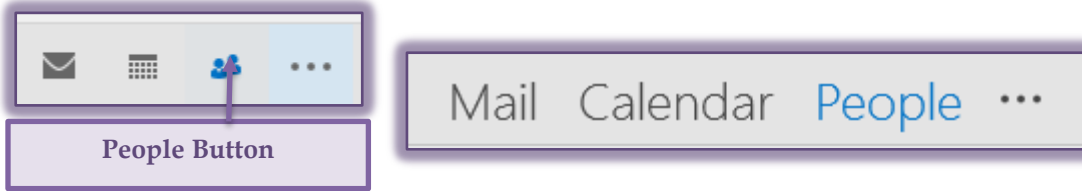


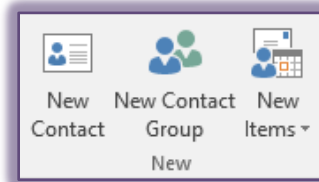
ADD INDIVIDUAL CONTACTS

With Outlook, it is possible to create a list of people that you contact on a regular basis.

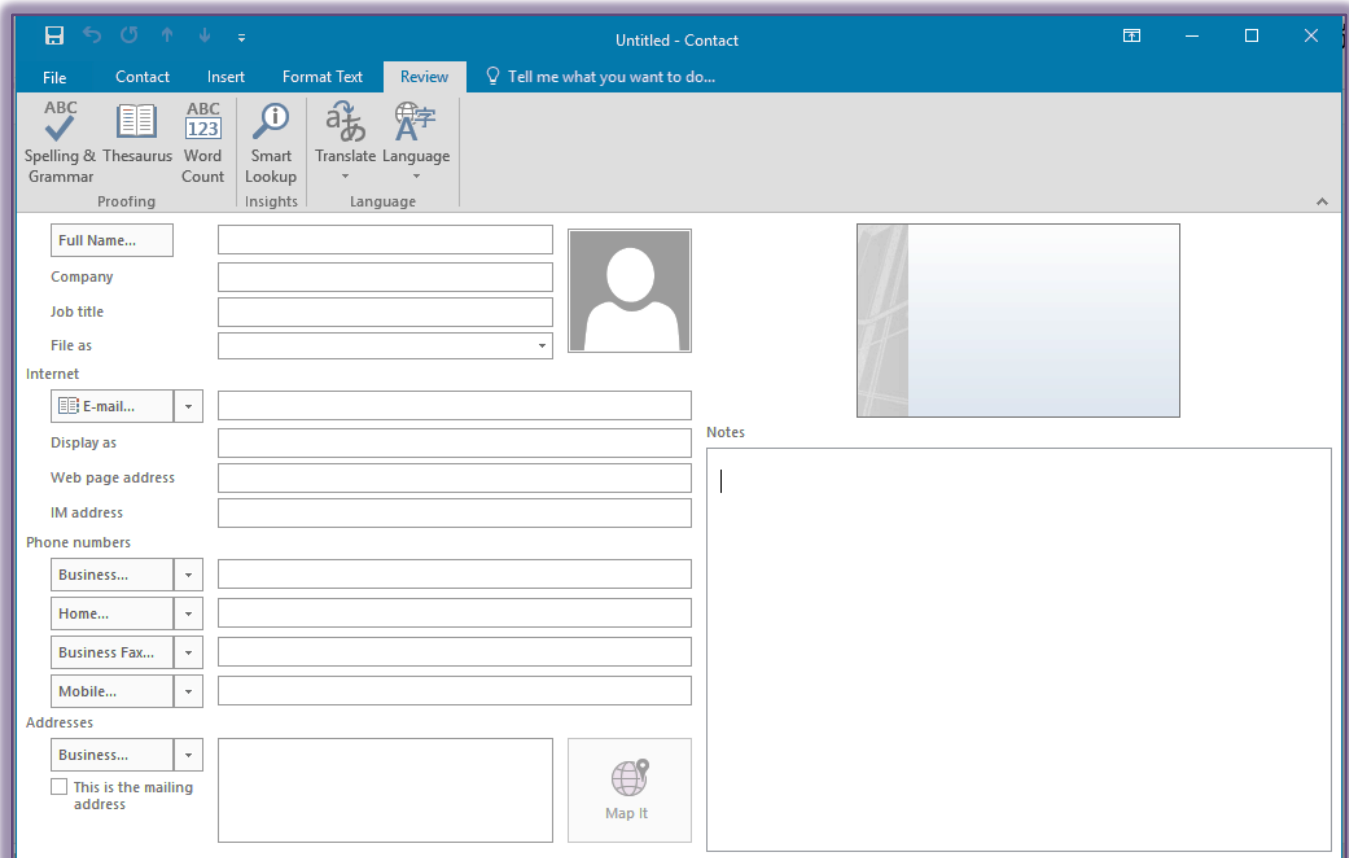
- ✦ Click the **People** link at the bottom of the **Folder Pane**.



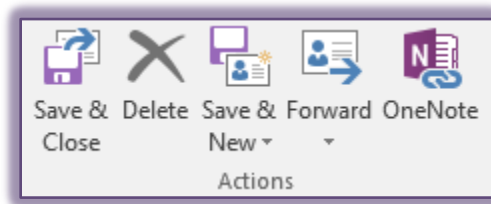
- ✦ On the **Home Tab** in the **New Group**, click the **New Contact** button.



- ✦ The **Untitled-Contact** window will appear.
- ✦ In the **Full Name** box, input the name of the contact.
- ✦ In the **Email** box, type the email address for the contact.
- ✦ Input the rest of the information for the contact, such as an address and phone number(s).
- ✦ Click the **Contact** tab, if necessary.



- ✦ Click the **Save and Close** button in the **Actions Group**.



- ✦ To save the current Contact and add another one, click the **Save & New** button in the **Actions Group**.
- ✦ The **Contact** will be added to your **Contacts** list.
- ✦ Continue the above process to add more names to the **Contacts** folder.

ADD A CONTACT PICTURE

In Outlook, it is possible to add a picture to a contact's profile. This could be helpful in associating a face with the name of a contact. To add a picture to a profile:

- ✦ In the **Contacts** folder, open the contact record.
- ✦ Click the **Add Contact Picture** button.
- ✦ The **Add Contact Picture** window will display.
- ✦ Browse to the picture that is to be inserted.
- ✦ Select the picture to be inserted.
- ✦ Click the **OK** button.
- ✦ The picture will be inserted in the area where the **Add Contact Picture** button was located.
- ✦ The picture will be resized to fit the space in the form.

