

## FIND AND ORGANIZE CONTACTS

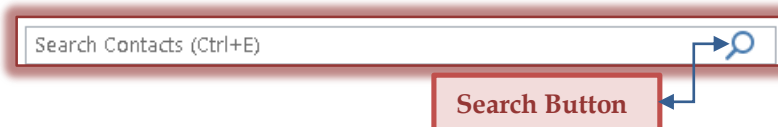
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With Outlook, it is possible to select from a number of messages and delivery options, filter messages, setup personal folders, and setup address books. It is possible to configure Outlook to be as convenient and useful as possible.

### FINDING CONTACTS

As the structure of your folders becomes more complex and the number of contacts increases, it will become more difficult to locate a contact. Instead of trying to manually search for each of the contacts in the Contacts folder; it is possible to use the **Find** feature to locate a contact or group of contacts.

✦ Click the **Search** box at the top of the **Contacts** window (see illustration below).



✦ Type a name into the **Search** box.

✦ Click the **Search** button.

✦ The **Contacts** in the specified folder will be searched.

✦ Only those contacts that contain the name input into the **Search** box will be displayed.

✦ The **Search** button will change to a **Stop Search** button.

✦ When the **Stop Search** button is clicked, a **Clear Search** button will appear.

✦ When the button is clicked, the **Search** box will be cleared.

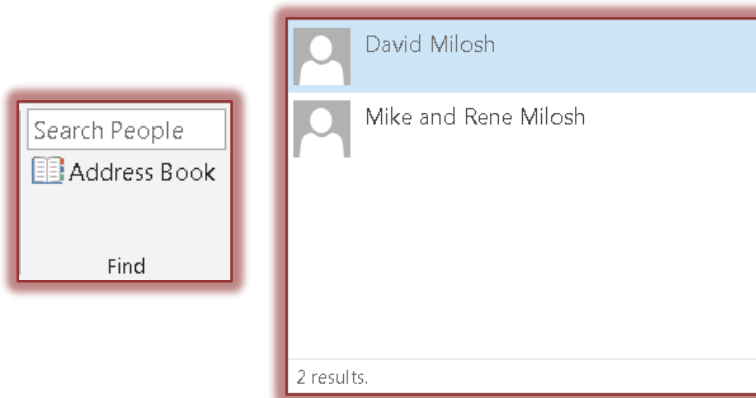


**NOTE:** If a large amount of contacts are being searched, this process may take a little more time. Otherwise, the search is instantaneous.

### FINDING A CONTACT USING FIND A CONTACT RIBBON

✦ On the **Home Tab** in the **Find Group**, click the **Find** button (see illustration below).

✦ Type the name of the **Contact** that you want to find into the **Search People** box.



✦ Press the **Enter** key on the computer keyboard.

✦ If more than one name matches the criteria:

✦ A list of possible matches will display (see illustration above).

✦ If only one name matches the criteria, only that **Contact** record will display.

✦ Click the name that you are searching for and then click **OK**.

## FIND NAMES IN ADDRESS BOOK

- ✚ Click the **Home Tab**.
- ✚ In the **Find Group**, click the **Address Book** button (see illustration at right).
- ✚ The **Address Book** window will display (see illustration below).
- ✚ Click the **Address Book** list to locate the **Contacts** folder.
- ✚ In the **Search** box, input the name of the person you are searching for.
  - ✦ Names matching the name that was input will appear in the list.
  - ✦ When inputting names into the Search box, the name must be input exactly as it appears in the list.
  - ✦ In the **Global Address List**, the First Name is listed first then the Last Name.
- ✚ Click the **Close** button to exit out of the **Address Book**.

