

FIND AND ORGANIZE CONTACTS

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.

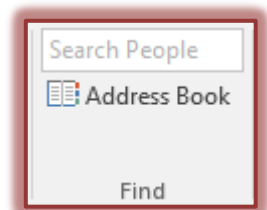


- ✦ Type a name into the **Search** box.
- ✦ Click the **Search** button.
- ✦ The **Contacts** in the specified folder will be searched.
- ✦ Only those contacts that contain the name input into the **Search** box will be displayed.

NOTE: If large amounts 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.
- ✦ 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.
 - ✦ 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.
- ✦ The **Address Book** window will display.
- ✦ 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**.

