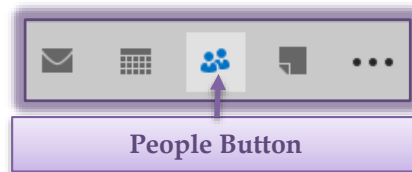


ORGANIZE CONTACT INFORMATION

As the number of contact entries grows, it can become increasingly difficult to manage and organize the information. However, with Outlook, it is possible to delete contacts that are no longer needed and to restore information that has been inadvertently deleted. It is also possible to view and sort contact information in a number of ways. Some of these ways are described below.

CHOOSING A VIEW

✦ On the **Folder Pane**, click the **People** button (see illustration below).



✦ Click the **View Tab**.

✦ In the **Current View Group**, click the **Change View** button (see illustration below left).

✦ A group of different views will appear.

✦ Choose one of the views from the list.



or

✦ Click the **Home Tab**.

✦ In the **Current View Group**, click one of the views (see illustration above).
Click the **More** button to display additional views.

VIEW OPTIONS

✦ **Address Card View**

- ✦ This view displays the address, phone number, and email address for the Contact.
- ✦ If only one line of information was inserted, that is all that will display.
- ✦ The entries are displayed in alphabetical order by first or last name, depending on how the information was set up.

✦ **Business Card View**

- ✦ This view is used to display Contact information as it might appear on a business card.
- ✦ The entries are displayed in alphabetical order by first name or last name depending on how the information was set up.
- ✦ The contact name, address, phone number, and email address are displayed in this view.

✦ **Card View**

- ✦ This view displays all the information that has been inserted into the Contact record.
- ✦ Information that has been inserted into the Notes section will also display.
- ✦ The entries are displayed in alphabetical order by first name or last name depending on how the information was set up.

✚ **List View**

- ✦ This view displays the contacts in a list.
- ✦ The contact name, phone numbers, and email addresses are displayed.
- ✦ If a category has been assigned to the Contact, the category is also displayed.

✚ **People View**

- ✦ This view displays a list of the Contacts and Contact Groups.
- ✦ The information about each of the Contacts or Contact Groups is not display.
- ✦ The Contacts are sorted in alphabetical order by either last name or first name.

✚ **Phone View**

- ✦ This list is viewed in columns.
- ✦ It displays information such as contact name, company name, and contact phone numbers.
- ✦ If a category has been assigned to the Contact, the category is also displayed.

It is also possible to display the Contacts by Category, Company, and Location.

DELETING CONTACTS

- ✚ Click the entry for the contact that is to be removed.
- ✚ Do one of the following:
 - ✦ On the **Home Tab** in the **Delete Group**, click the **Delete** button.
 - ✦ Press the **Delete** key on the keyboard.
 - ✦ Right-click the entry and then select the **Delete** option.
- ✚ Once an item has been deleted, it will appear in the **Deleted Items** folder.

RESTORING A DELETED ITEM

Items that have been deleted accidentally can be restored by completing one of the steps below.

- ✚ Click the **Deleted Items** folder in the **Folder List**, and then drag the item into the **Contacts** folder.
- ✚ Click the **Undo** button on the toolbar (see illustration at right).
- ✚ Hold down the **Ctrl** key and press the letter **Z**.



NOTE: The last two options need to be completed immediately after the item has been deleted. If you move to a different folder, the item will be permanently deleted.