

## PEOPLE/CONTACTS WINDOW

The **Contacts Window** displays a list of the contacts that have been added through the Address Book or by adding a new Contact in the Contacts window. Outlook makes it easy to build and maintain a Contacts list. The program provides several options for viewing, sorting, and printing contact information. It is also possible to keep track of dealings with a particular contact and share contact information with other people through email or with other programs.

Outlook includes several options for storing addresses and other contact information in the Outlook Address Book. The Address Book can be viewed using the Contacts window.

### ✦ Global Address List

- ✦ This Address List is available when work is being done on a network that includes Microsoft Exchange Server.
- ✦ It contains all the email addresses and Contact Groups in an organization.
- ✦ The Global Address List is maintained by the system administrator.
- ✦ It can be viewed by others, but cannot be changed.

### ✦ Contacts List

- ✦ This list contains information about people who have been added to the Contacts folder.
- ✦ This is where a list of personal contacts or work related contacts can be maintained.
- ✦ The list is maintained by the person who created it.

### ✦ Personal Address Book

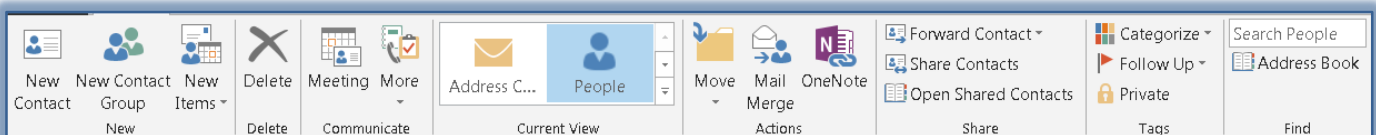
- ✦ This list might also be a part of the Outlook Contacts profile.
- ✦ It can be created to maintain a list of personal contacts and Contact Groups, rather than work-related contacts.
- ✦ The email addresses and distribution lists in this address book are stored in a file with a .pab extension.

## CONTACTS WINDOW RIBBON

Each of the different areas of Outlook contains ribbons that are used to perform different operations within that area. There are four different ribbons available in the Contacts window, each one is designed to perform different tasks.

### HOME TAB

This tab is used to create new Contacts, to delete Contacts, to change the view of the Contacts window, and to share the Contact folder with others.

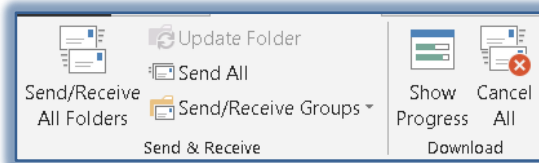


Button	Description
<b>New Group</b>	
<b>New Contact</b>	To create a New Contact, click this button. The Untitled Contact window will display.
<b>New Contact Group</b>	This button is used to create a Contact Group. A Contact Group is a list of People to whom messages or appointments can be sent to at one time instead of inputting the name of each recipient.

Button	Description
<b>New Items</b>	Use this button to create a new item such as a Contact or Meeting.
<b>Delete Group</b>	
<b>Delete</b>	To delete a Contact from the Contacts List, click this button. A confirmation window will not display. The item will be moved directly to the Deleted Items folder.
<b>Communicate Group</b>	
<b>Meeting</b>	Use this button to create a new meeting request addressed to the selected Contact or Contact Group.
<b>More</b>	Click this button to assign a Task or send an Instant Message to the selected Contact or Contact Group.
<b>Current View Group</b>	
<b>Address Cards</b>	To display the entries in the Contact folder as address cards, click this button.
<b>People</b>	This option displays a list of the People in the Contact folder. The list is not used to display email addresses or phone numbers.
<b>Business Card</b>	When this button is clicked, the entries in the Contact folder will display as business cards.
<b>Card</b>	This view will show each of the entries in the Contact folder like a card with information about the Contact.
<b>List</b>	Click this button to view the entries in the Contact folder as a list. The phone number and email addresses of the entries will be displayed.
<b>Phone</b>	This list will display the names of the entries in the Contact folder along with their phone numbers.
<b>Actions Group</b>	
<b>Move</b>	Use this button to move or copy the selected item(s) to another folder.
<b>Mail Merge</b>	This option can be used to create a form letter or email to be sent to the set of Contacts. Each Contact will receive an individual letter or email.
<b>One Note</b>	Click this button to create or open Contact Notes to One Note, a program in the Microsoft Office Suite.
<b>Share Group</b>	
<b>Forward Contacts</b>	This button is used to send the selected Contact information to another person.
<b>Share Contacts</b>	Click this button to share your Contacts folder with other people so they can view the Contact list.
<b>Open Shared Contacts</b>	When another person has shared their Contact folder with you, this button is used to open the Contact list for you to view.

Button	Description
<b>Tags Group</b>	
<b>Categorize</b>	To assign a category to a message, click this message. When a category is applied to a conversation, it will be applied to all current and future messages in the conversation.
<b>Follow Up</b>	Use this button to set a flag to remind you to follow-up on this message. The flag will appear in the To-Do Bar, Tasks, and the Daily Task List.
<b>Private</b>	This button is used to mark a Contact as private so that others who have access to your Contact folder will not be able to see the details of the Contact.
<b>Find Group</b>	
<b>Find a Contact</b>	To search for a name in the Address Book, click this button.
<b>Address Book</b>	Click this button to open the Address Book to look for names, addresses, or email addresses.

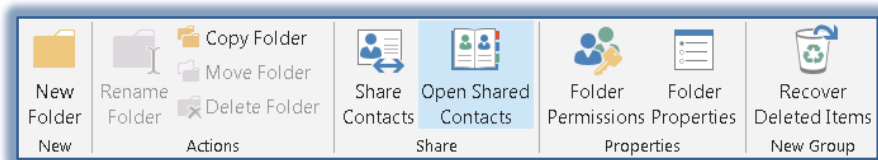
### SEND/RECEIVE TAB



This tab allows you to work with options regarding sending and receiving Contacts in Outlook. It also contains options for changing the preferences for email messages.

Group/Button	Description
<b>Send &amp; Receive Group</b>	
<b>Send/Receive All Folders</b>	This option is used to send and receive items such as mail messages, calendar appointments, contacts, and tasks in all folders.
<b>Update Folder</b>	To send and receive messages to this folder, click this button.
<b>Send All</b>	Click this button to send all unsent email messages.
<b>Send/Receive Groups</b>	Use this button to send and receive messages in a particular send or receive group. Groups may have different send/receive options from other messages.
<b>Download Group</b>	
<b>Show Progress</b>	Click this button to show the current send/receive status.
<b>Cancel All</b>	To cancel all current send/receive requests, click this button.

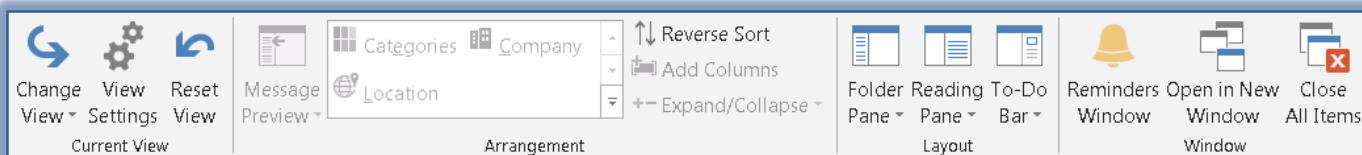
### FOLDER TAB



This tab is used to create new folders, to rename folders, to copy folders, and to move folders to a different location in the Outlook program. You can also change the properties for folders using this tab.

Group/Button	Description
<b>New Group</b>	
<b>New Folder</b>	Click this button to create a new folder in the Navigation Pane. The New Folder dialog box will display when the button is clicked. This dialog box lets you specify where the folder is to appear in the Navigation Pane.
<b>Actions Group</b>	
<b>Rename Folder</b>	To rename a selected folder, click this button. Once the button is clicked, the folder name will be highlighted. Type over the highlighted name to rename the folder.
<b>Copy Folder</b>	Click this button to copy this folder to a different location. The Copy Folder dialog box will display when the button is clicked.
<b>Move Folder</b>	Use this button to move the selected folder to a new location. The Move Folder dialog box will appear when the button is clicked.
<b>Delete Folder</b>	This button is used to delete a selected folder. A message will appear asking you to confirm the deletion.
<b>Share Group</b>	
<b>Share Contacts</b>	Click this button to share your Contacts folder with other people so they can view the Contact list.
<b>Open Shared Contacts</b>	When another person has shared their Contact folder with you, this button is used to open the Contact list for you to view.
<b>Properties Group</b>	
<b>Folder Permissions</b>	This button is used to view and edit the sharing permissions for the current folder.
<b>Folder Properties</b>	To view the properties for the selected folder, click this button.
<b>Recover Recovered Items</b>	This button is used to recover items that have been deleted from the selected folder.

## VIEW TAB



This tab is used to change the view for the Contact folder, to display the Folder Pane, the To-Do Pane, and Reading Pane.

Group/Button	Description
<b>Current View Group</b>	
<b>Change View</b>	Click this button to change the current view to a different view.
<b>View Settings</b>	To customize the current view using advanced view settings, click this button. Advanced view settings include items such as adding and removing fields, sorting, and copying.

Group/Button	Description
Reset View	Use this button to reset all current view settings to the default view settings for the selected folder.
<b>Arrangement Group</b>	
Message Preview	This option uses Auto Preview to quickly scan messages.
Group Messages	The options in this area are used to group Contacts in the current folder. Click the More button in the bottom right corner of the box to display additional options.
Reverse Sort	To reverse the sort order of the current folder, such as from oldest to newest, click this button.
Add Columns	Click this button to choose which columns display in the current folder. The Show Columns dialog box will display. A list of columns will appear on the left that can be added to the list on the right.
Expand/Collapse	Click this button to expand or collapse groups in the current folder. The options are <b>Collapse this Group</b> , <b>Expand this Group</b> , <b>Collapse All Groups</b> , or <b>Expand All Groups</b> .
<b>Layout Group</b>	
Folder Pane	Select this option to show, hide, or minimize the Folder Pane and to show or hide Favorites.
Reading Pane	This button is used to show, hide, or change the layout of the Reading Pane.
To-Do Bar	Use this button to show, hide, or minimize the To-Do Bar and to show what is displayed on the bar.
<b>Window Group</b>	
Reminders Window	Click this button to display the Reminders Window.
Open in New Window	This button is used to open the selected folder in a new window.
Close All Items	Use this button to close all additional windows.