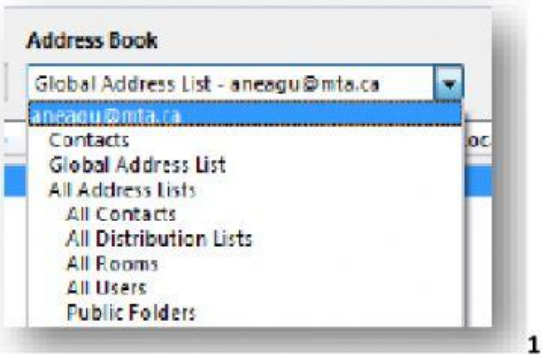
Lesson 12 Address Book and Contacts

The address book is probably the mot important folder in Outlook. It is in this that all your contacts are.

As seen below your contacts can be retrieved in various folders.



1

It doesn't matter if you are working on the calender or another folder your address book is always available.

1. Click the **HOME** tab on the Ribbon and click the **Address Book** button in the **Find** group. The Address Book appears. By default, names from your organization are displayed from the Global Address List.
2. Click the **Close** button. The Address Book closes.

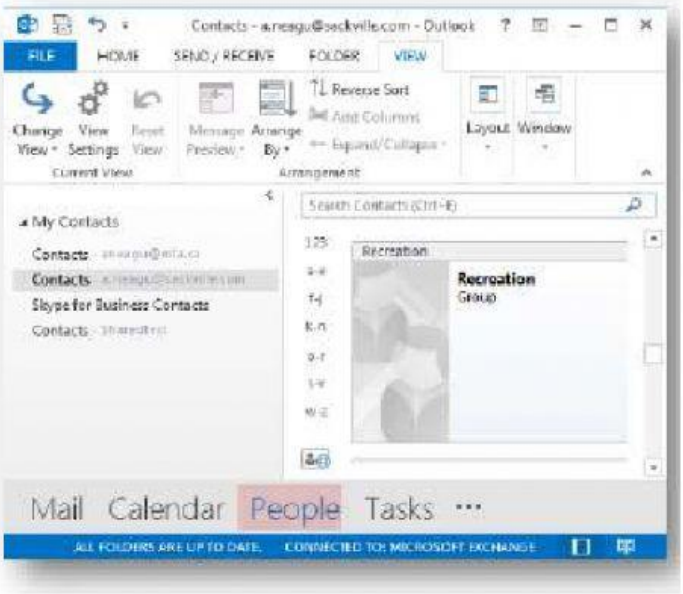
LIVEWORKSHEETS

Adding a Contact

The Contacts list contains information about people and organizations with whom you interact. You can enter as much or as little information about your contacts as you want in the Contacts list, including names, phone numbers, e-Mail accounts, and addresses.

You can use the Contacts list with other Outlook tools. For example, you can schedule an appointment with or send an e-Mail to a contact. You can even use the Contacts list with other programs, such as software for an electronic organizer.

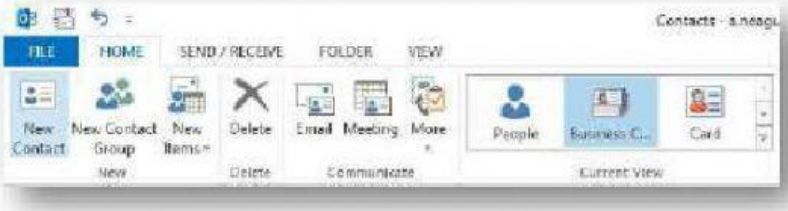
1.*Click* the **People** button in the **Navigation Bar.**



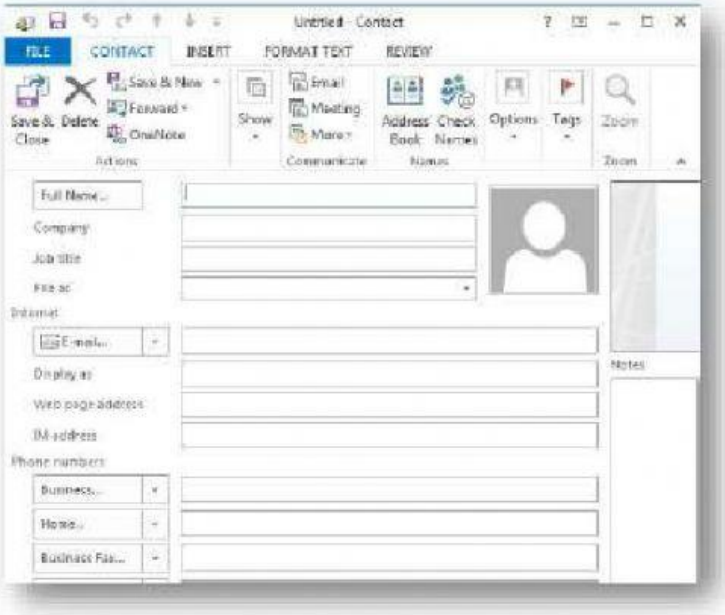
By default, the Contacts list appears in Business Cards view. In this view, your contacts are displayed as Electronic Business Cards, which look like actual paper business cards on the screen.

LIVEWORKSHEETS

2. Click the **HOME** tab on the Ribbon and click the **New Contact** button in the New group. The Untitled Contact window appears. You can enter the contact's name, company, job title, e-Mail address, Web page address, phone numbers, and/or addresses.



3. Enter as much contact information as you want in the window.



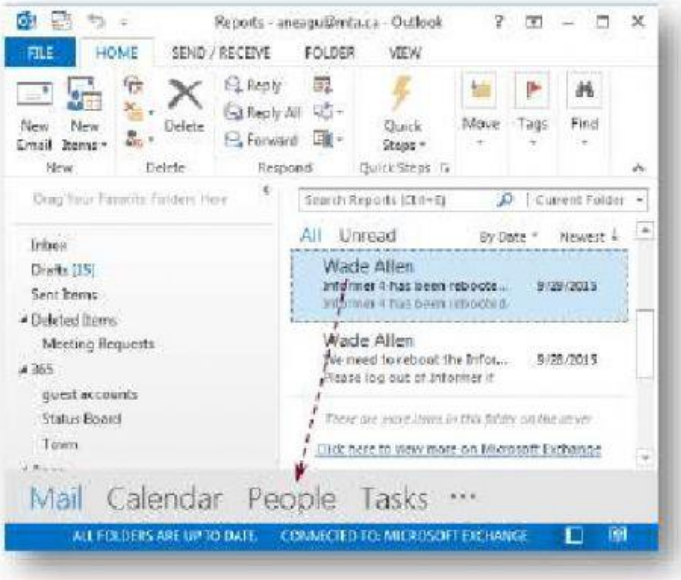
4. Click the **CONTACT** tab on the Ribbon and click the **Save & Close** button in the Actions group. The Contact window closes and the new contact appears in the Contacts list.

Adding a Contact to an e-mail.

LIVEWORKSHEETS

You can add someone to your Contacts list using an e-Mail you've received. To add an e-Mail sender's name and e-Mail address to your Contacts list, simply drag the e-Mail to the People button in the Navigation Bar. Outlook will add the sender's name and e-Mail address to the Contacts list—and you can add any additional information yourself.

1. Click the **Mail** button in the Navigation Bar. The Inbox appears.
2. Click and drag the e-Mail to the **People** button in the Navigation Bar. The Contact window opens, and the person's name and e-Mail address are filled in automatically.



3. Enter any additional information for the contact.
4. Click the **CONTACT** tab on the Ribbon and click the **Save & Close** button in the Actions group.

Editing and Deleting a Contact

It's easy to view and change information about your contacts. You can edit contact information by double-clicking a contact to open it in the Contact window, or you can edit information about a contact directly in the Contacts list. The latter method is more efficient; simply select the entry you wish to edit and make your changes.

Questions

1. How do you add a contact to your address book?

LIVEWORKSHEETS

2. How do you edit and delete a contact from your address book?

LIVEWORKSHEETS