

Lesson 3 Creating New Contacts

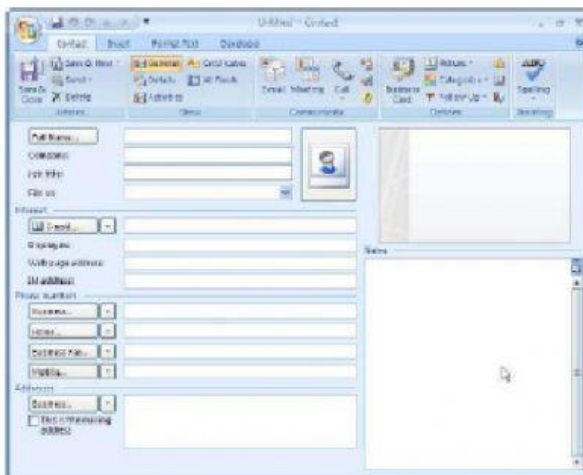
Creating New Contacts

You will notice on your folder list an entry titled **'Contacts.'** This is set up for you to easily add email addresses of people who may need to contact on a regular basis or whose email address and details you would like to keep for the future reference.

If you have received an email from someone and would like to add a new contact entry for them you will just need to drag and drop their email into the contact folder, alternatively you can just open the **"New Contact"** Window and add them manually.

To add a new contact manually.

Go to **"New"**, Click on **"Contact"** and you will see this screen .



Drag and Drop

If you receive an email from someone whom you would like to add to your 'Contacts' list then you have the option to add them by using the 'drag and drop' function. What this means is that you can just drag the email entry into your contacts folder and Outlook will automatically add an entry for them, including the original email for future reference. The original email will still remain in your 'Inbox' for you to deal with.

Tasks

The task feature in Outlook allows you to enter individual activities or items of work which you are required to undertake, similar to a 'To do' list. Tasks allows you to keep track of the important things you need to do or follow up which may not require a full calendar entry. You can also assign tasks to other people by sending them a task.

Creating New Tasks

Creating a new task is very similar to creating a new meeting request or calendar item. You need to click on 'Tasks' in your folder list. See below:



A blank 'Task' window will now open and you can fill in the details of your task. See below:



Questions

1. Explain how to create a new contact.
2. What is the “Drag and Drop” feature used for in Outlook?
3. What is the “Task” feature used for?