



Outlook Contacts

How to make a new one ... then use it.



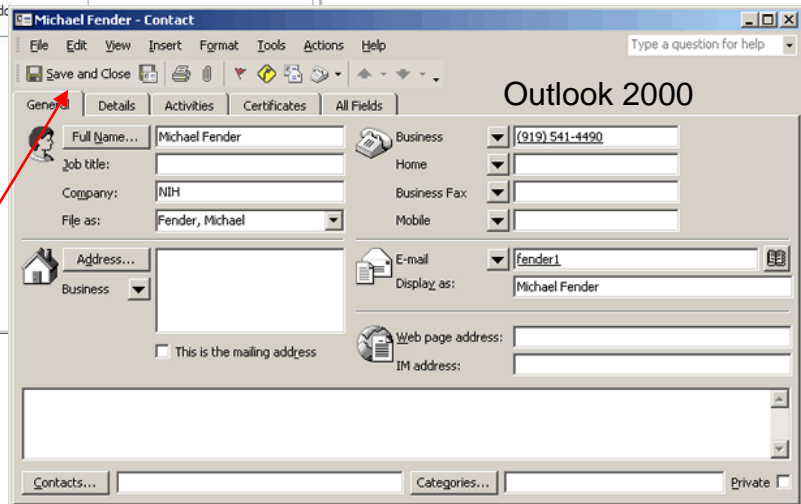
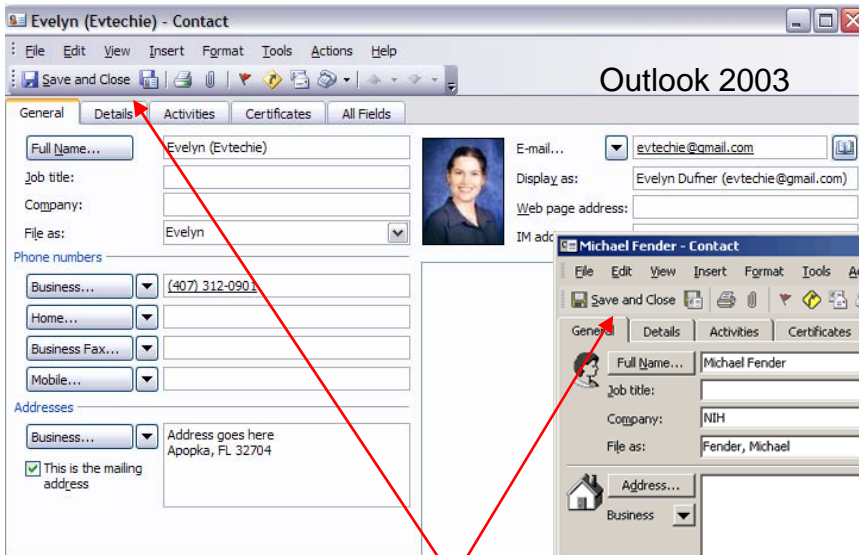
Click on the contacts icon in OUTLOOK



Select the NEW icon in the top Right of your outlook window



Insert the appropriate data into each box for the new contact.



Click Save and Close

When writing an email, select NEW in the INBOX view
To select a name from the Address book, click TO:

