

## ADDING INDIVIDUAL CONTACTS

With Outlook, it is possible to create a list of people that you contact on a regular basis. To do this:

† Do one of the following:

† Click **Tools** on the **Menu Bar** and then click **Address Book**.

† Click the **Address Book** icon on the toolbar (see illustration at right).



† Click the list arrow to the right of the **Show Names from the** box.

† Click **Contacts** (not All Contacts) in the drop-down list.

† Click the **New Entry** button on the toolbar (see illustration at right).

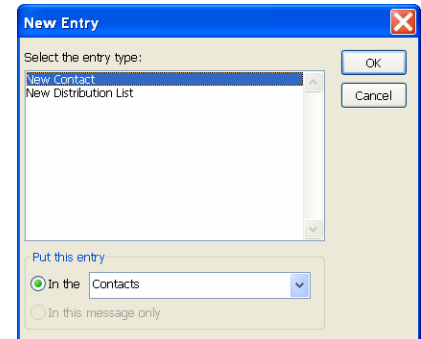


† The **New Entry** dialog box will appear (see illustration at right).

† In the **Select the entry type** box, choose **New Contact**. The options in this dialog box are:

† **New Contacts** - This option is used to add a new person to the Contacts list.

† **New Distribution List** - This option is used to create a list of people to whom messages can be sent. When an e-mail message is sent, the list can be chosen instead of selecting each individual name. These lists can be used when messages need to be sent to a group of people over a period of time.



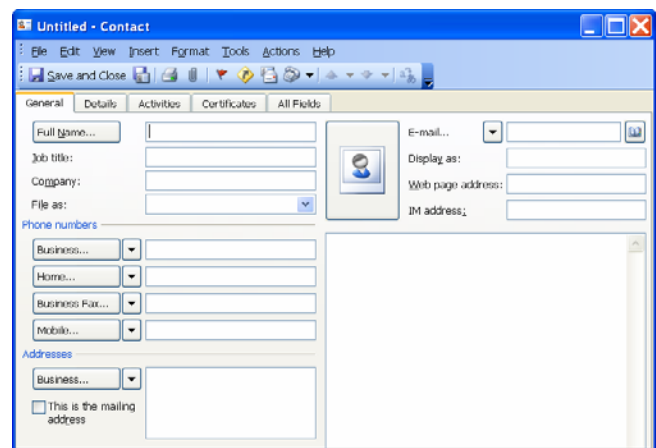
† Click **OK**.

† A new **Contact** form appears (see illustration at right).

† In the **Full Name** box, input the name of the contact.

† In the **E-mail** box, type the e-mail address for the contact.

† Input the rest of the information for the contact, such as an address and phone number(s).



† Click the **Save and Close** button.

† The **Contact** will be added to your **Contacts** list.

† Continue the above process to add more names to the **Contacts** folder.

## ADDING A CONTACT'S PICTURE

In Outlook 2003, it is possible to add a picture to a contact's profile. This could be helpful in associating a face with the name of a contact. To add a picture to a profile:

† In the **Contacts** folder, open the contact record.

† On the **General** tab, click the **Add Contact Picture** button.

† Browse to the picture that is to be inserted.

† Select the picture to be inserted.

† Click the **OK** button.

† The picture will be resized to fit the space in the form.

