

ORGANIZING CONTACT INFORMATION

As the number of contact entries grows, it can become increasingly difficult to manage and organize the information. However, with Outlook, it is possible to delete contacts that are no longer needed and to restore information that has been inadvertently deleted. It is also possible to view and sort contact information in a number of ways. Some of these ways are described below.

✦ Address Card View

- ✦ This option is used to display contact information as it might appear on a business card.
- ✦ The entries are displayed in alphabetical order by first or last name, depending on how the information was set up.
- ✦ The contact name, address, phone number, and e-mail address are displayed in this view.

✦ Detailed Address Card

- ✦ This view is similar to the Address Card View.
- ✦ This view also includes details about the contact, such as job title and company name.

✦ Phone List View

- ✦ This list is viewed in columns.
- ✦ It displays information such as contact name, company name, and contact phone numbers.

It is also possible to sort the Contacts by Category, Company, Location, and by Follow-up Flag. Another way to organize Contacts is to assign them categories.

Deleting Contacts

- ✦ Click the entry for the contact that is to be removed.
- ✦ Do one of the following:
 - ✦ Click the **Delete** button on the toolbar.
 - ✦ Press the **Delete** key on the keyboard.
 - ✦ Right-click the entry and then select the **Delete** option.
 - ✦ Click **Edit** on the **Menu Bar** and then click the **Delete** option.
- ✦ Once an item has been deleted, it will appear in the Deleted Items folder.

Restoring a Deleted Item

- ✦ If an item is deleted accidentally, do one of the following:
 - ✦ Click the **Deleted Items** folder in the **Folder List**, and then drag the item into the **Contacts** folder.
 - ✦ Click the **Undo** button on the toolbar.
 - ✦ Click **Edit** on the **Menu Bar** and then select **Undo Delete**.
 - ✦ Hold down the **Ctrl** key and press the letter **Z**.
- ✦ The last three items need to be completed immediately after the item has been deleted.

Choosing a View

- ✦ On the **Navigation Pane**, click the **Contacts** link.
- ✦ Do one of the following:
 - ✦ Click the **Current View** list arrow on the **Advanced** toolbar.
 - ✦ Click **View** on the **Menu Bar** and then choose **Arrange by**, and then **Current View**.
- ✦ Choose one of the views from the list that appears.

Assigning Categories to Contacts

A category is a key word or phrase that can be used to help organize contacts, as well as other Outlook items. These categories can be used to help locate and group related items. It is possible to assign categories to 20 general categories from the Master Category List. It is also possible to add items to the Master Category List. To assign a category:

- ✦ Click the **Contacts** link in the **Outlook Navigation Bar**.
- ✦ Do one of the following:
 - 🖱 Right-click the **Contact** and then click **Categories**.
 - 🖱 Double-click the **Contact** to open it and then click the **Categories** button.
- ✦ The **Categories** list will appear.
- ✦ Click one or more of the **Categories** in the **Available Categories** list.
- ✦ To add a new category:
 - 🖱 Click the **Master Category List** button at the bottom of the window.
 - 🖱 Type the name for the category in the **New Category** text box.
 - 🖱 Click the **Add** button.
 - 🖱 Click the **OK** button.
- ✦ Select the **Category** in the **Available Categories** list to assign it to the **Contact**.
- ✦ Click the **OK** button to return to the **Contacts** window.

