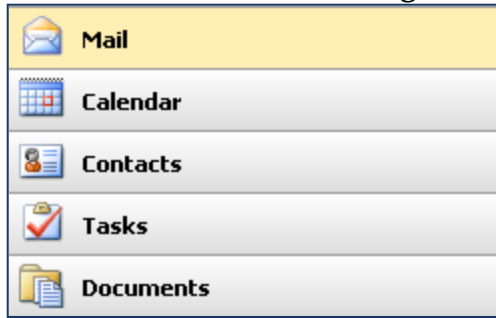


CONTACTS - OUTLOOK WEB ACCESS

This is a list of the people for whom you want to keep email and address information. To use this feature:

- ❖ Do one of the following:
 - Click the link for **Contacts** in the left frame of the window under **Folders**.
 - Click the **Contacts** button at the bottom of the **Navigation Pane** (see illustration below).



- ❖ Click the **New** button on the **Contacts** window toolbar (see illustration top right).
- ❖ The **Untitled - Contact** window will appear.
- ❖ There are four different sections within this window.
 - The areas within this window are **Profile**, **Contacts**, **Addresses**, and **Details**.
 - Within the Addresses area, it is possible to input addresses for **Business**, **Home**, and **Other**.
- ❖ Fill in the information for the new contact.
- ❖ When all the information has been entered, click the **Save and Close** button (see illustration bottom right).
- ❖ The information will appear in your **Contacts** window.
- ❖ Continue this process until all the **Contacts** have been added to your **Contacts** list.
- ❖ You will be able to view your list of **Contacts** by clicking the **Contacts** link.

