

CONTACTS

The **Contacts Window** displays a list of the contacts that have been added through the Address Book or by adding a new Contact in the Contacts window. Outlook makes it easy to build and maintain a Contacts list. The program provides several options for viewing, sorting, and printing contact information. It is also possible to keep track of dealings with a particular contact and share contact information with other people through e-mail or with other programs.

Outlook includes several options for storing addresses and other contact information in the Outlook Address Book. The Address Book can be viewed using the Contacts window.

✦ **Global Address List**

- ✦ This Address List is available when work is being done on a network that includes Microsoft Exchange Server.
- ✦ It contains all the e-mail addresses and distribution lists in an organization.
- ✦ The Global Address List is maintained by the system administrator.
- ✦ It can be viewed by others, but cannot be changed.

✦ **Contacts List**

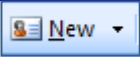


- ✦ This list contains information about people who have been added to the Contacts folder.
- ✦ This is where a list of personal contacts or work related contacts can be maintained.
- ✦ The list is maintained by the person who created it.

✦ **Personal Address Book**





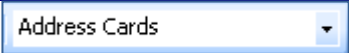
- ✦ This list might also be a part of the Outlook Contacts profile.
- ✦ It can be created to maintain a list of personal contacts and distribution lists, rather than work-related contacts.
- ✦ The e-mail addresses and distribution lists in this address book are stored in a file with a .pab extension.

CONTACTS WINDOW TOOLBAR

Each of the different areas of Outlook contains toolbar buttons that are used to perform different operations within that area. There are three toolbars available in the Contacts window: Standard, Advanced, and Web. To access these toolbars, if they are not already displayed, click **View** on the **Menu Bar**, click **Toolbars**, and then click the toolbar that is to be displayed. The Standard and Advanced toolbars are described and illustrated in the table below.

Button		Description
Standard Toolbar		
New		To create a New Contact, click this button. The Untitled Contact window will display.
Printer		To send a Contact record to the printer, click this button. When this button is clicked, a Printer dialog box will not open. The contact information will go directly to the default printer.
Move to Folder		This button is used to send a Contact to a different folder in the Contacts List. A list of the different folders that are available in Contacts will be displayed.

Button		Description
Delete		To delete a Contact from the Contacts List, click this button.
New Message to Contact		Use this button to send a new e-mail message to the selected Contact. The Untitled Contact window will display.
Dial		To dial a phone number for the selected Contact, click this button. The New Call dialog box will appear.
Categories		This button can be used to assign a category to a Contact. There are several predefined categories available in Outlook. New categories may be added, as necessary.
Follow Up		When some type of follow up needs to be done with a Contact, click this button. The Follow Up dialog box will appear. This dialog box allows you to choose what type of follow up needs to be done with the selected contact.
Link to OneNote		OneNote is a program that comes with the Microsoft Office Suite of programs. This button will allow you to open or create a link to a selected Contact in OneNote.
Address Book		To open your Address Book, click this button. The Address Book dialog box will display.
Find a Contact	<input type="text" value="Search address books"/>	This option will allow you to search for a Contact in your Contacts List.
Help		To find out how to perform an action in Outlook, click this button.
Advanced Toolbar		
Outlook Today		Click this button to change the Outlook Today view. This is a special page that provides an overview of the Calendar, Tasks, and Mail folders.
Back		To move back and forth between the Contacts and the Outlook Today windows, click this button.
Forward		To move back and forth between the Contacts and the Outlook Today windows, click this button.
Up One Level		If you are in a folder that was created within Contacts, this button will move you up to the Inbox folder.
Reading Pane		To open or close the Reading Pane, click this button. The Reading Pane allows you to view all the fields in a Contact record.
Print Preview		Click this button to see what the contact list will look like when it is printed.

Button		Description
Undo		Click this button to Undo any changes that have been made in the Contacts box. This button will let you retrieve a message from the deleted items folder.
New Meeting Request to Contact		This button is used to setup a meeting with the selected contact. The Untitled Meeting window will display when this button is clicked. The Contacts name will be inserted into the To box.
New Task for Contact		When this button is clicked, the Untitled Tasks window will be displayed. The Contacts name will appear in the Contacts box at the bottom left side of the window.
Explore Web Page		If there is a Web page address listed for the selected Contact, clicking this button will take you to that Web site.
Current View		To change the Contact list view, click the list arrow for this option and select the desired view.