

FINDING AND ORGANIZING CONTACTS

With Outlook, it is possible to select from a number of messages and delivery options, filter messages, setup personal folders, and setup address books. It is possible to configure Outlook to be as convenient and useful as possible.

FINDING CONTACTS

As the structure of your folders becomes more complex and the number of contacts increases, it will become more difficult to locate a contact. Instead of trying to manually search for each of the contacts in the Contacts folder; it is possible to use the **Find** feature to locate a contact or group of contacts.

✦ Click the **Search** box at the top of the **Contacts** window (see illustration below).



✦ Type a name into the **Search** box.

✦ Click the **Search** button.

✦ The Contacts in the specified folder will be searched.

✦ Only those contacts that contain the name input into the **Search** box will be displayed.

✦ The **Search** button will change to a **Stop Search** button.

✦ When the **Stop Search** button is clicked, a **Clear Search** button will appear.

✦ When the button is clicked, the **Search** box will be cleared.



FINDING A CONTACT USING FIND A CONTACT ON STANDARD TOOLBAR

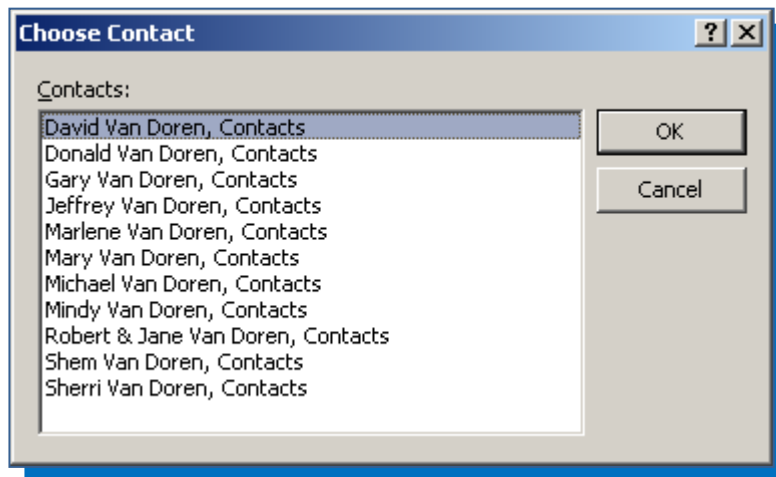
✦ Click the **Find a Contact** box (see illustration below).

✦ Type the name of the **Contact** that you want to find.

✦ Press the **Enter** key on the computer keyboard.

✦ If more than one name matches the criteria:

✦ The **Choose Contact** dialog box will appear (see illustration below).



✦ Click the name that you are searching for.

✦ Click **OK**.

✦ If only one name matches the criteria, only that **Contact** record will display.

FIND NAMES IN ADDRESS BOOK

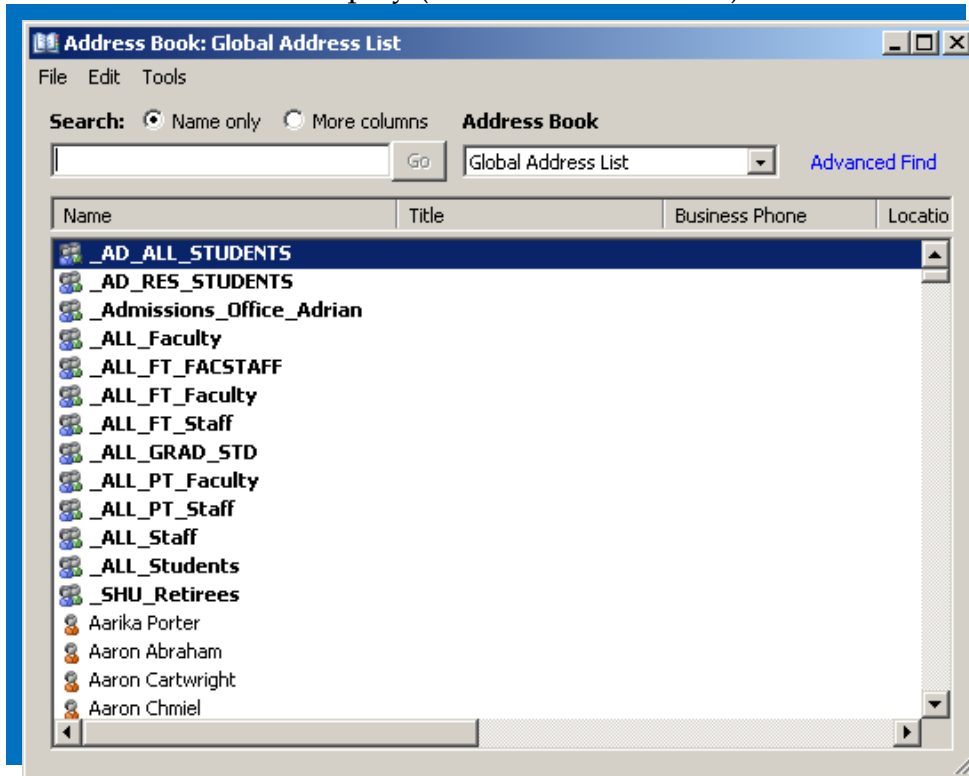
✦ Do one of the following:

✦ Click the **Address Book** icon on the **Standard Toolbar** (see illustration at right).

✦ Click **Tools** on the **Menu Bar** and select **Address Book**.



✚ The **Address Book** window will display (see illustration below).



✚ Click the **Address Book** list to locate the **Contacts** folder.

✚ In the **Search** box, input the name of the person you are searching for.

✦ Names matching the name that was input will appear in the list.

✦ When inputting names into the Search box, the name must be input exactly as it appears in the list.

✚ Click the **Close** button to exit out of the **Address Book**.

ASSIGNING A CATEGORY TO A CONTACT

✚ Click the Contact to which the category is to be assigned.

✚ Do one of the following:

✦ Right-click the Contact and then click **Categorize**.

✦ Click **Edit** on the **Menu Bar** and then click **Categories**.

✦ Click the **Categories** button on the **Standard** toolbar (see illustration at right).



✚ A list of **Categories** will display.

✚ To select a Category, click the Category.

✚ To display additional categories, click **All Categories**.

✚ The **Color Categories** dialog box will display (see illustration on next page).

✚ To create a new category, click the **New** button.

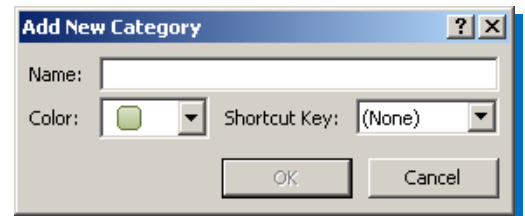
✚ The **Add New Category** dialog box will appear (see illustration at right).

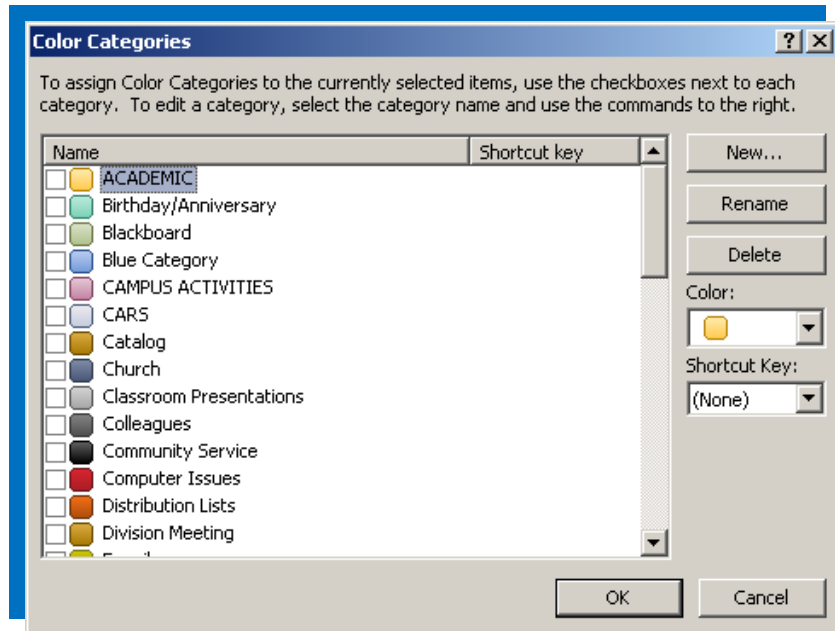
✦ In the **Name** box, input the name for the Category.

✦ Choose a color for the Category from the **Color** list.

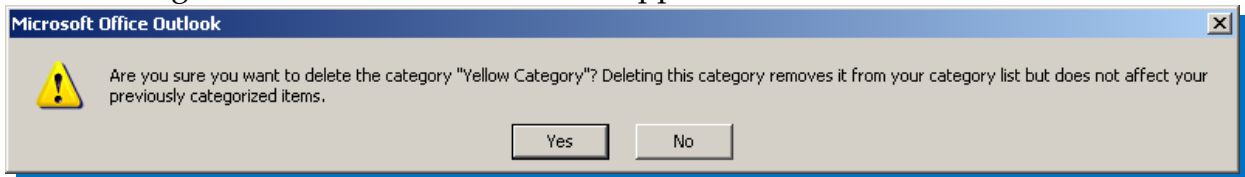
✦ Click the **OK** button.

✚ To select a Category in this list, click the check box beside the Category.





- ✦ To **Rename** a category:
 - ✦ Click the **Rename** button.
 - ✦ The Name will be highlighted.
 - ✦ Type a name for the Category.
- ✦ To remove a **Category** from the list:
 - ✦ Click the **Delete** button.
 - ✦ The message in the illustration below will appear.



- ✦ Click **Yes** to delete the Category.
- ✦ Click **No** if the Category is not to be deleted.
- ✦ When all the changes have been made, click the **OK** button.