

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.

✦ Business Card View

- ✦ This view is used to display contact information as it might appear on a business card.
- ✦ The entries are displayed in alphabetical order by first name 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.

✦ Address Card View

- ✦ This view displays just the information that was inserted into the contact record.
- ✦ If only one line of information was inserted, that is all that will display.
- ✦ The entries are displayed in alphabetical order by first or last name, depending on how the information was set up.

✦ 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.
- ✦ If a category has been assigned to the Contact, the category is also displayed.

It is also possible to display the Contacts by Category, Company, and Location.

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 (see illustration at right).
 - ✦ 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

Items that have been deleted accidentally, can be restored by completing one of the steps below.

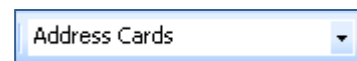
- ✦ Click the **Deleted Items** folder in the **Folder List**, and then drag the item into the **Contacts** folder.
- ✦ Click the **Undo** button on the toolbar (see illustration at right).
- ✦ Click **Edit** on the **Menu Bar** and then select **Undo Delete**.
- ✦ Hold down the **Ctrl** key and press the letter **Z**.



NOTE: The last three options 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 (see illustration at right).
 - ✦ Click **View** on the **Menu Bar** and move the mouse pointer over **Current View**.
- ✦ Choose one of the views from the list that appears.

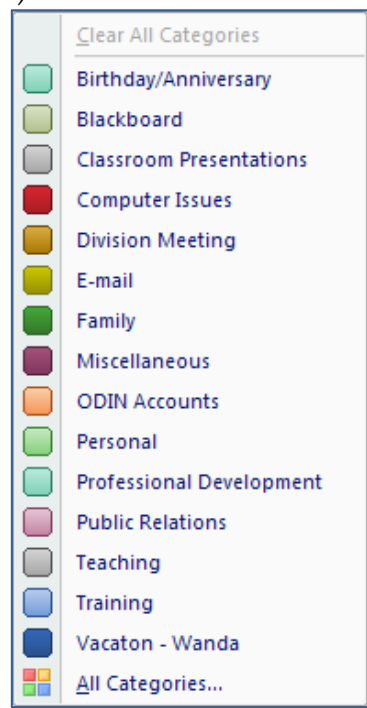
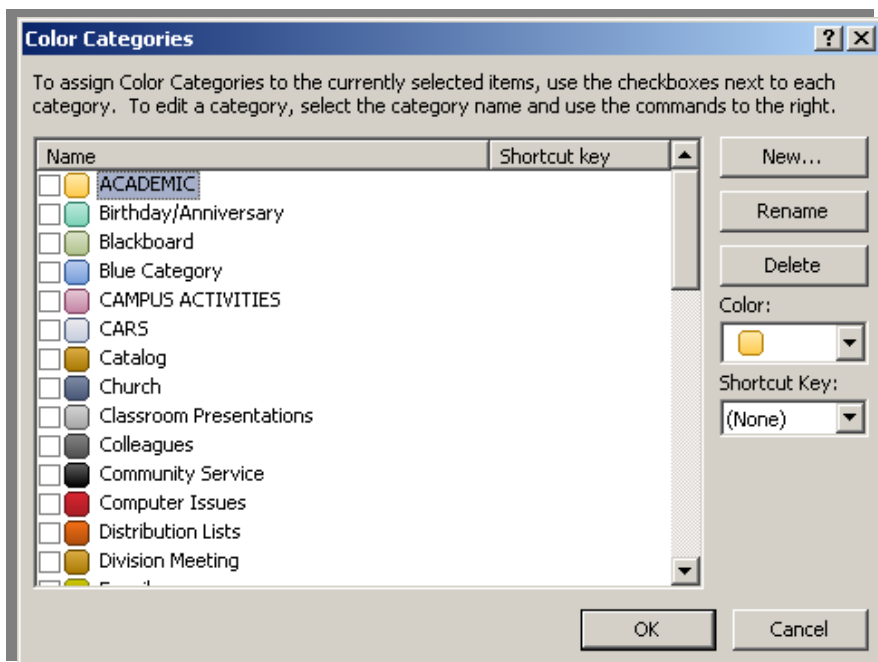


ASSIGNING CATEGORIES TO CONTACTS

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.

Assign Category

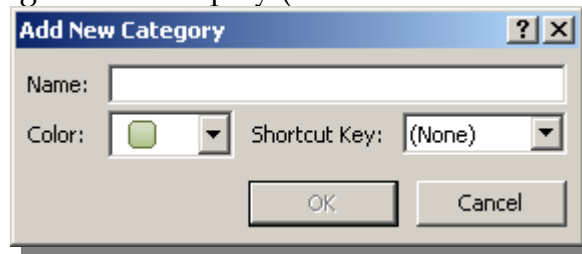
- ✦ Click the **Contacts** link in the **Outlook Navigation Bar**.
- ✦ Do one of the following:
 - ✦ Right-click the **Contact** and then click **Categorize**.
 - ✦ Double-click the **Contact** to open it and then:
 - ✦ Click the **Home Tab**, if necessary.
 - ✦ In the **Options Group**, click the **Categorize** link.
- ✦ A gallery of **Categories** will display (see illustration below right).



- ✦ Click one or more of the **Categories** in the **Available Categories** list.
- ✦ To display a gallery of additional **Categories**, click the **All Categories** link at the bottom of the list.
 - ✦ The **Color Categories** dialog box will appear (see illustration above left).
 - ✦ Click the check box to the left of the **Category** to select it.
 - ✦ Click **OK** to exit the **Color Categories** dialog box.
 - ✦ To assign a different color to the **Category**, click the **Color** list arrow.

Add a New Category

- ✦ Click the **New** button on the right side of the window.
- ✦ The **New Category** dialog box will display (see illustration below).



- ✦ Type the name for the **Category** in the **New Category** text box.
- ✦ Select a color for the new **Category** from the **Color** list.
- ✦ To assign a shortcut to the **Category**, click the **Shortcut Key** list.
- ✦ Click the **OK** button to exit the dialog box and save the changes.