

Microsoft Office 2003

Contacts tips

Quickly dial a phone number for a contact — Right-click the contact, and then on the shortcut menu, click **Call Contact**.

Add a new contact from an e-mail message — Open the message. In the **From** field, right-click the name you want to make into a contact. On the shortcut menu, click **Add to Outlook Contacts**.

Create a task related to a contact — Click the contact, click the **Actions** menu, and then click **New Task for Contact**.

Are there phone numbers that you have Outlook call frequently? — Add them to a speed dial list. On the **Actions** menu, point to **Call Contact**, click **New Call** and then click **Dialing Options**.

Quickly move through contact address cards with the arrow keys — Press HOME to move to the first card. Press END to move to the last card. Use the arrow keys to move up, down, and across the columns.

Create a contact card from a message — Drag the message to the **Contacts** button in the **Navigation Pane**, and then fill in the rest of the information for the contact.

Send a message fast to a contact — Click the contact and then on the **Actions** menu, click **New Message to Contact**.

Quickly change the number of columns of contacts in your Contacts list — Just drag one of the vertical dividers that separate the columns.

Quickly schedule a meeting with a contact — Click the contact and then on the **Actions** menu, click **New Meeting Request to Contact**.

Remove a name fast from Other Contacts — To remove a name from the **Other Contacts** list, right-click the name and then click **Remove from Other Contacts**.