

## Outlook Contacts

### What is a Contact?

A contact is a person whom you communicate on a business or personal level and whose personal or business (or both) information is stored in the Contacts folders. When you create a new contact, a contact form that contains tabs and text boxes is where you enter personal and business information.

### Add a Contact

The **Outlook Address Book** is a list that contains all contacts that you create by using the contacts form. To add a contact:


1. Select **Contact** from the Navigation Pane.
2. Display a new **Contact** form.
  - Choose **File** → **New** → **Contact**.
  - Choose **Actions** → **New Contact**.
3. Enter the information in text boxes.
4. If desired, assign a contact to a category.
  - Click **Categories** to display the dialog box.
  - In the **Available Categories** list box, check the category.
5. On the toolbar, click **Save** and **Close**.

### Sort Contacts

When you need to quickly display the contact information, you can sort your contact list by company, ascending (A-Z) or descending (Z-A) order.


1. Click any column header to sort that header title. A small triangle to the right of the column name indicates that the list has been sorted by that column in a particular order.
2. Click the column header a second time to sort that column in reverse order.
3. You can sort a phone list – a column of names on the left, followed by a column of company names. Click “**contacts**” button – choose phone list view. You can rearrange a view simply by dragging the column title and dropping.

### Find a Contact

1. Select **Find A Contact** button , click to activate the text box  
**OR**  
Search in the “**Type a contact to find**” box .
2. Type the name, company name, or other text to search.  
**Note:** if you have searched for this contact previously, you can click the **Find A Contact** drop-down arrow and select the contact name from the list.
3. Press **Enter** to display any contacts that match the word(s) you entered.

### **Generate A Map to a Contact**

You can generate a map from your contact information:

1. Open the **Contact** form of the contact to which you want to generate a map.
2. Select the address you want to map.  
**Note:** You can generate a map to the address of any contact in the United States.
3. On the toolbar, click the **Display Map of Address** button . A map to the contact's location is displayed in Internet Explorer.
4. Click as needed to zoom in to the address on the map.
5. Click Internet Explorer Window.
6. In the **Contact** form, click the **Close** button.

### **Edit a Contact**

After you create a contact, you may have to edit the contact information.

1. Open the **Contacts** form that you want to edit.
  - Double-click the **Contact**.
  - Select the contact and choose **File** → **Open** → **Select Items**.
  - Right-click the contact and choose **Open**.
2. Edit the information
3. Click **Save** and **Close**.

### **Delete a Contact**

There are three ways to delete contacts you no longer need:

1. Select the contact, on the toolbar, click the **Delete** button.  
or
2. Right-click the contact and choose **Delete**.  
or
3. Select the contact and choose **Edit** → **Delete**.

### **Print Contacts**

To print contact information:

1. On the toolbar, click the **Print** button to display the dialog box.
2. From the **Print Style** list box, select a print style.
3. Select other print options (if desired).
4. Click **Preview** to display Print Preview (if desired).
5. Click to **zoom** in (if desired).