Introduction

Outlook’s Contacts folder is your email address book and information storage for the people and businesses you want to communicate with. Use your Contacts folder to store the email address, postal address, phone numbers, and any other information that relates to a contact.

1. View your Contacts
   - To view your Contacts folder at any time, click on the Contacts button at the bottom left of Outlook’s Navigation Pane.
   - You can view your contacts in different ways. Select a view from the Current View group on the Contacts Tool bar.

2. Create a contact from scratch
   - In Contacts view (see 1 above), from the New group under the Home tab, click on New Contact
   - The Untitled Contact dialog opens
   - Enter all the information you want to include for the contact in the relevant fields.
     ‣ Search the Address Book’s Global Address List for other University email addresses by clicking on E-mail… button
     ‣ Specify how the contact’s name will appear in the To: field of a new message by typing the name in the Display as field
     ‣ Enter multiple entries in a field, such as more than one email address, by clicking on the down arrow next to the field
     ‣ If you have more than one address for a contact, to establish which address is used during mail merge, select the This is the mailing address check box
   - Click on Save and close on the Contact dialog Tool bar.

3. Create a contact from an email message
   Outlook doesn’t add a sender’s email address to your Contacts or Address Book automatically when you reply to them.
   However, you can quickly create a Contact from any received message by adding the sender’s email address to your Contacts.
   - Open or preview the email message that contains the name you want to add to your Contacts.
   - Right-click the sender’s name and then select Add to Outlook Contacts from the pop-up menu.
4. **Edit a contact**
   - To change or add new information to an existing contact, go to your Contacts folder and double-click on the contact you want to edit.
   - Amend the contact information as required then click the **Save and Close** button.

5. **Delete a contact**
   - Go to the Contacts folder and select the contact you want to delete by clicking once on it.
   - Press **Delete** on your keyboard or click the **Delete** button on Outlook’s main Tool bar.

6. **Send an email to a contact**
   - Go to the Contacts folder.
   - Right-click on the contact you wish to send an email to.
   - From the pop-up menu, select **Create > Email**
   - The **Untitled Message** window appears with the message automatically addressed to the contact you selected.
   - If the contact has more than one email address they will all be displayed in the **To...** field of the email message. You can delete an address by highlighting it and deleting it.

   **Tip:** Use the **Delete** key or the **Backspace** key on your keyboard to delete the highlighted address.
   - Complete your message and send it in the usual way.

**Further information and help**
- Use MyIT to log calls with the IT Service Desk: [https://myit.abdn.ac.uk](https://myit.abdn.ac.uk)
- For IT training materials, see [www.abdn.ac.uk/tad](http://www.abdn.ac.uk/tad)