

Staff email – Contacts and Contact Groups

Outlook's **People** 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.

View your Contacts

- To view your **People** folder at any time, click on the **People** button at the bottom left of Outlook.
- Select a view from the **Current View** group on the People **Home** tab.

Create a contact from scratch

1. Click **People**, then in the **New** group under the **Home** tab, click **New Contact**.
2. The **Untitled Contact** dialog opens.
3. 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 the **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
4. Click **Save and close**.

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.

1. Open or preview the email message that contains the name you want to add to your Contacts.
2. Right-click the sender's name and then select **Add to Outlook Contacts** from the pop-up menu

Edit a contact

1. To change or add new information to an existing contact, go to your **People** folder and **double-click** on the contact you want to edit.
2. Amend the contact information as required then click the **Save** button.

Delete a contact

1. Go to the **People** folder and select the contact you want to delete by clicking once on it.
2. Press **Delete** on your keyboard or click the **Delete** button on Outlook's main tool bar.

Contact groups

A **Contact group** (known as a **Distribution List** in previous versions of Outlook) is simply a collection of **Contacts**. A message sent to a contact group goes to each contact in the collection. Contact groups can be extremely useful if you frequently send emails to the same groups of people.

Contact groups can have any number of members and can contain both external and internal contacts. They can be edited at any time to add or remove members. You can send an email to all or selected members of a group.

Create a contact group from scratch

1. Click the **People** button (bottom left of window).



2. Click **New Contact Group**.



3. Type a **Name** for your contact group.

A rectangular input field with a light blue border. On the left side, the word "Name" is written in a small, dark font. The text "My Team" is entered into the field.

4. Click **Add Members** and select a source for your group members, eg **From Address Book**.



5. Select the first person you want to add to your group, then click **Members**.

Continue to add names this way until you have completed your group list.

Tip: You can add more than one person at a time by holding down the **Ctrl** key as you select names.

6. Once you have added all the required names, click **OK**.
7. To add users that are not in your address book, click the **Add Members** button and select **New E-mail contact**.



8. Type the person's name in the **Display Name** field and his/her email address in the **E-mail Address** field.

A rectangular form with a light blue border. It contains two input fields. The top field is labeled "Display name:" and the bottom field is labeled "E-mail address:". Both fields are currently empty.

Choose whether or not you wish to add the New Member to your Contacts by checking or unchecking the **Add to Contacts** checkbox.

9. Click **OK**, then click **Save and Close** to create your contact group.

The new contact group is saved in your **Contacts** folder.

Create a contact group from an email message

1. Open or preview the email message that contains the names you want to add to your contact group.
2. Select the names that you want in your contact group from the **To** or **Cc** field.
3. Right-click and select **Copy**.
4. Click **People** from the bottom of the window.
5. From the **Home** tab, select **New Contact Group**.



6. In the **Name** field, type a name for the contact group.
7. Click the **Add Members** button and select **From Address Book** from the list.
8. Right-click in the text field next to the **Members ->** button, and select **Paste**.
9. Click **OK**, then click **Save and Close** to create the contact group.

Edit a contact group

To change or add new information to an existing contact group:

1. Click the **People** option at the bottom of the window.
2. Double-click the contact group you want to edit.
3. Amend the information in the contact group window as appropriate.
4. Click **Save and Close**.

Delete a contact group

1. In the **People** area, click once on the contact group you want to delete.
2. Click **Delete** on the **Home** tab.



Send an email to a contact group

1. In the **People** area, double-click the contact group you want to email.
2. The **Contact group** window opens.
3. On the **Contact Group** tab, click on the **Email** button in the **Communicate** group.



4. A new **Untitled Message** window is displayed, with the address of the contact group you selected appearing automatically in the **To** field.
5. You can expand the contact group to display individual email addresses by clicking on the plus sign (+). This allows you to delete any addresses you do not want the message to be sent to.
Note: Once a contact group is expanded, it cannot be collapsed again.
6. Complete your message and send it in the usual way.

Send a contact group to someone else

1. In the People folder, select the contact group you want to send.
2. Click **Forward Contact** in the Share section on the Home tab.
3. Click As an Outlook contact. A new email message window opens with the contact group attached.
4. Address and send the message as usual.

Save a contact group from an email

If you have received a contact group as an email attachment you can quickly save it to your own Contacts folder.

1. Select the message to display it in the preview pane.
2. Drag and drop the attachment onto the People button at the bottom left of the window. The group will appear in your Contacts folder.