

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 or press **Ctrl +3**.
- Select a view from the **Current View** group on the People **Home** tab.

Create a contact from scratch

1. Click **People**, then click **New Contact** in the **New** group under the **Home** tab.
2. The **Untitled - Contact** window opens.
3. Enter all the information you want to include for the contact in the relevant fields.
 - **E-mail...:** click to search the **Global Address List** for other University email addresses.
 - **Display as:** type the contact's name as you would like it to appear in the To: field of a new message
 - Enter multiple entries in a field, such as more than one email address, by clicking on the down arrow next to the field
 - **This is the mailing address:** click the check box if you have more than one address for a contact to set which address is used during mail merge.
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. or select the contact in the list and press **Enter**.
3. Amend the contact information as required then click the **Save& Close** button or press **Ctrl + S** to save, then press **Esc** to return to the people folder.

Delete a contact

1. Go to the **People** folder and select the contact you want to delete.
2. Press **Delete** on your keyboard or click the **Delete** button on the Home tab of the Ribbon.

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 **New Contact Group** on the Home tab of the Ribbon in the People folder.
2. Type a **Name** for your contact group.
3. Click **Add Members** and select a source for your group members, eg **From Address Book**.
4. Select the first person you want to add to your group, then click **Members**.
5. Continue to add names this way until you have completed your group list.
6. **Tip:** You can add more than one person at a time by holding down the **Ctrl** key as you select names.
7. Once you have added all the required names, click **OK**.
8. To add users that are not in your address book, click the **Add Members** button and select **New E-mail contact**.
9. Type the person's name in the **Display Name** field and his/her email address in the **E-mail Address** field.
10. Choose whether or not you wish to add the New Member to your Contacts by checking or unchecking the **Add to Contacts** checkbox.
11. Click **OK**, then click **Save and Close** to create your contact group.
12. 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 or Press **Ctrl + 3**.
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 or press **Ctrl + 3**.
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.

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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.