How to Add a Contact in Webmail



Abstract

The Contacts folder is your personal e-mail address book and the place to store information (physical mailing address, e-mail address, telephone number, etc.) about family, friends, and others you regularly communicate with outside of our organization. The Contacts folder is your private list, separate from the Global Address List that contains everyone's e-mail address within our organization.

Provided by SSND CP IT Department

1.	Select the Contacts option at the
	bottom left of the page.

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i at the	🔁 Inbox						
	🔯 Drafts						
	📴 Sent Items						
	Deleted Items						
	🧓 Junk E-Mail						
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	🕨 阿 Search Folders						
🖂 Mail							
	Calendar						
\rightarrow	Contacts						
	🟹 Tasks						
	Public Folders						

Select the arrow just to the right of New and select
 Contact in the pull down menu

Outlook Web App

Contacts > 112 Items				
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● All	Sel Contact tacts			
O People	🕵 Group			
() Groups	🔒 Message <mark>946</mark>			
 My Contacts 	2-Way, Milwaukee			
Sea Contacts	1 (414) 546-2011			
Shared Distribution Lists				

 The Untitled Contact window will appear. You can fill in the details, including first name, last name, phone numbers, e-mail address, and any other information you'd like to include.

🧉 Untitled Contact - Internet Explorer						
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4. Click **Save and Close** once you finish filling in the details.

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Job title			
Office			
Department			
Company			
Manager			
Assistant			
Assistant			
Contact			
Business phone			
Home phone			
Mobile phone			
Assistant			
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5. The individual will now be listed in the Contacts list.

		-							
Contact Last Name, Contact First Name									
newcontact@domain.com									

6. You can now e-mail the new contact by clicking their name. Once they are highlighted, click the New Message icon and start your message.

