

How to Add a Contact in Outlook 2013



**School Sisters
of Notre Dame**
Central Pacific Province

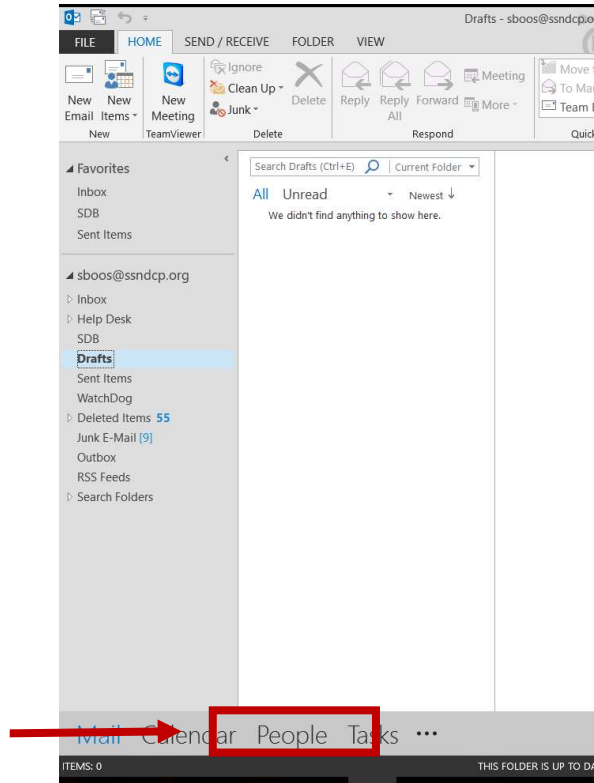
Abstract

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.

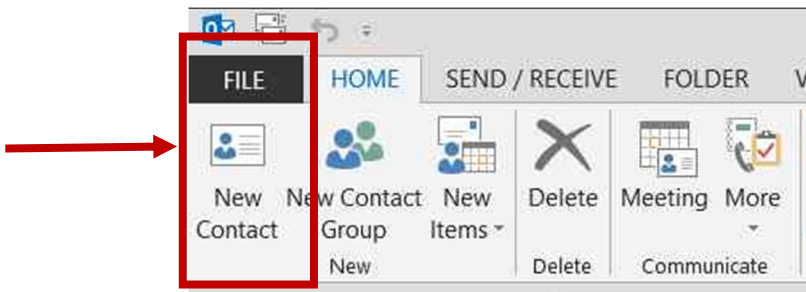
The Contacts folder is your private list, separate from the Global Address List that contains everyone's e-mail address within our organization.

Provided by SSND CP IT Department

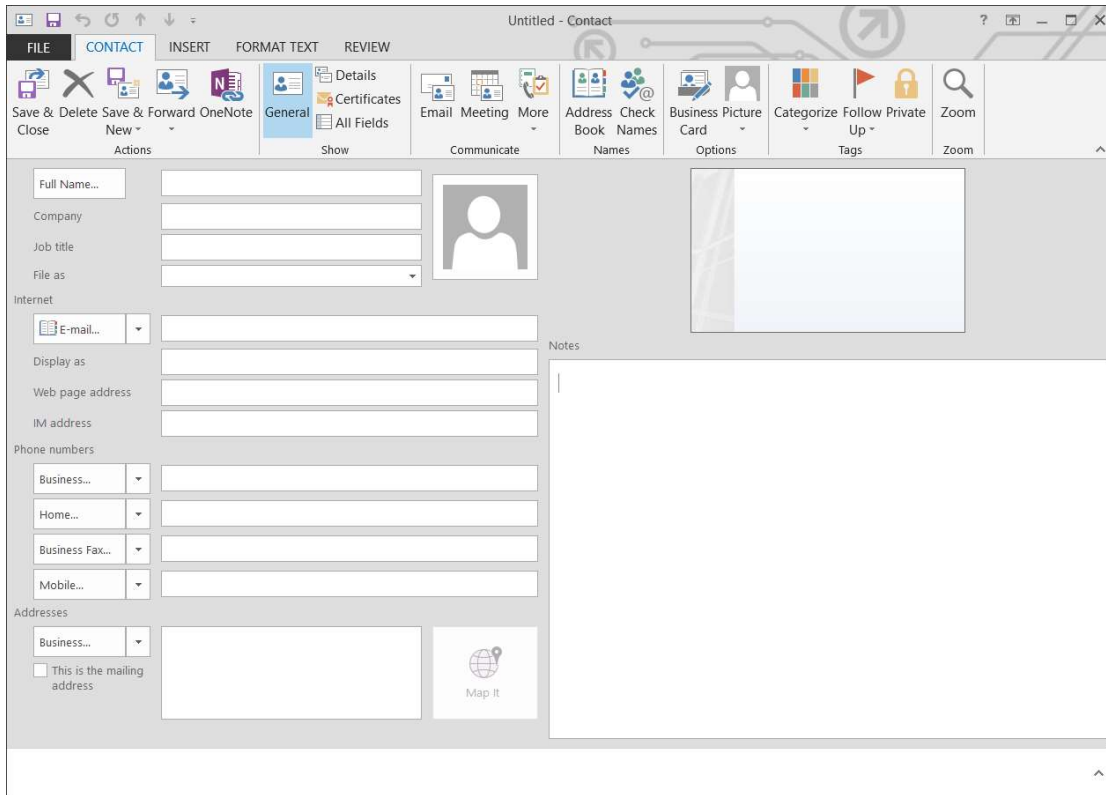
1. In Outlook, *click* **People** in the lower left.



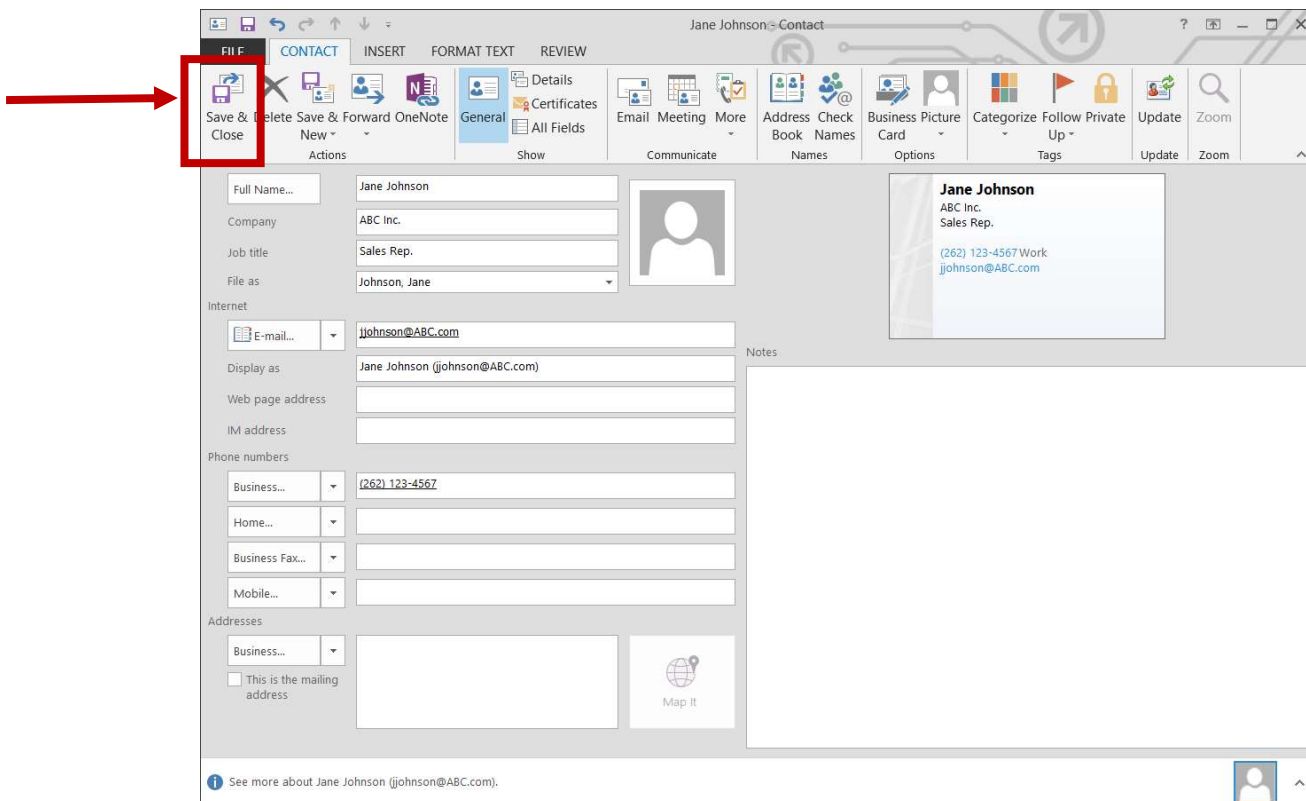
2. *Click* the **New Contact** option on the Home tab.



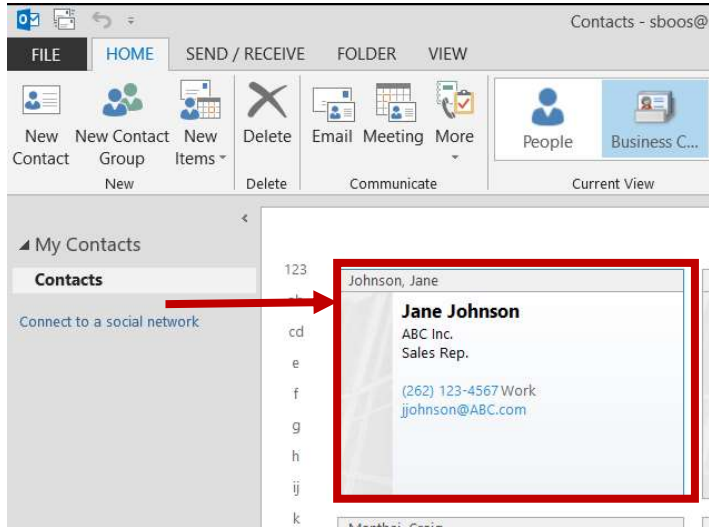
3. The Untitled Contact window will appear. You can fill in the details, including first name, last name, phone numbers, e-mail address, and any other information you'd like to include.



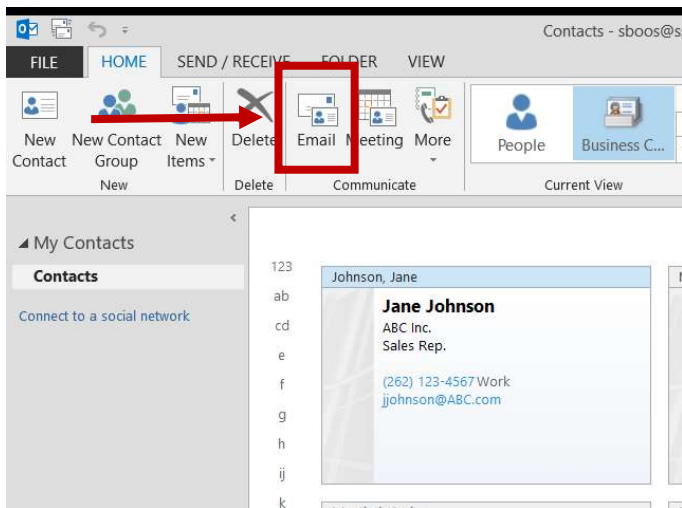
4. Click the **Save & Close** option once you finish filling in the details.



- The individual will now appear in the Contacts folder. You can now e-mail the contact by first *clicking* on the contact box.



- Once the contact name is highlighted, *click* the **New Message** icon.



- The message window will appear where you can begin typing a message.

