# IT Training and Communication

A Division *of* Information Technology
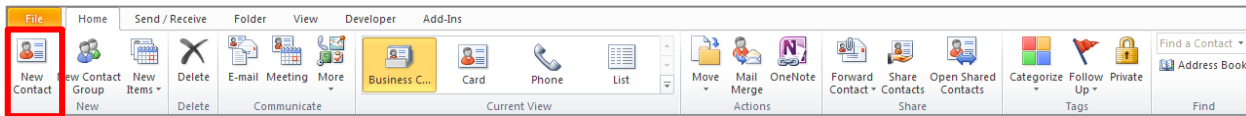
Technology-related learning opportunities and support for VSU Faculty and Staff

# Outlook 2010: Contacts

*Note: Make sure you are in the Contacts section of Outlook 2010 before following the instructions.*
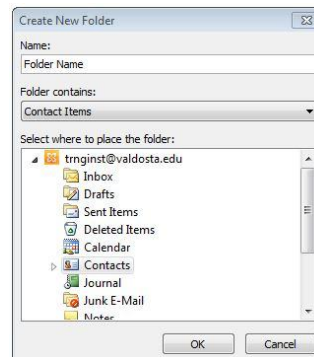
## To Create a New Contact:

Select **Home** tab → **New Contact** → Name Contact → **Save & Close**
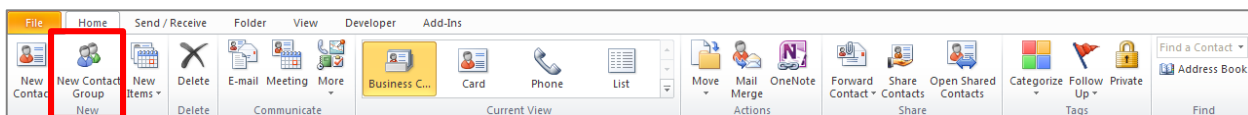


## To Create a New Contact Folder:

Select **File** tab → **New Folder** → Name Folder → Choose the folder location → Select **OK**



## To Create a Contact Group:

Select **Home** tab → **New Contact Group** → Name Group → Add Contacts → **Save & Close**



DIVISION *of* INFORMATION TECHNOLOGY

**LOCATION** Pine Hall • **PHONE** 229.333.5974 • **FAX** 229.245.4349 • **WEB** www.valdosta.edu/it • **ADDRESS** 1500 N. Patterson St. • Valdosta, GA 31698–1095

*A Regional University of the University System of Georgia and an Equal Opportunity Institution*

# Outlook: Contacts

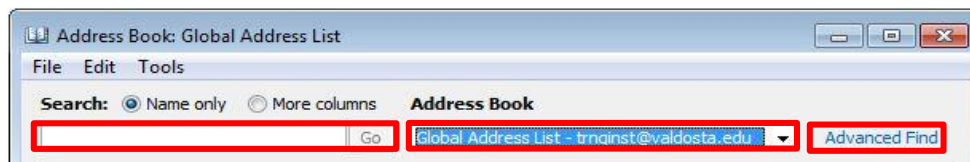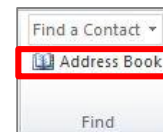## To Search for a Contact (2 Methods):

### A. Use the Search Box:

Select **Home** tab → In Find section of toolbar, type contact's name in the **Find a Contact** data field.
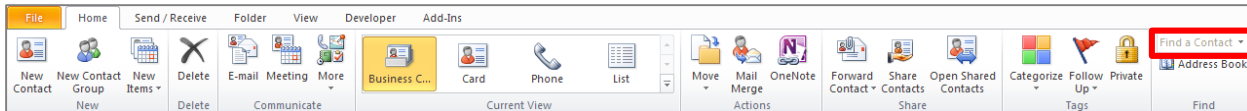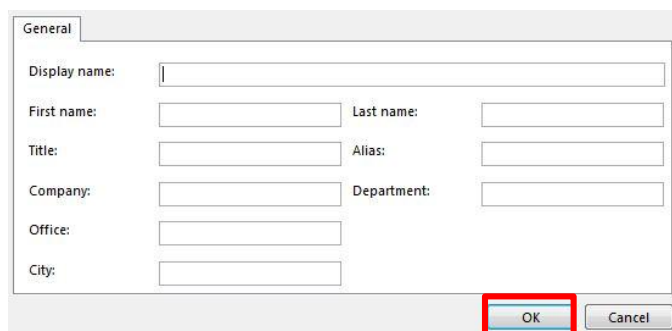


### B. Use the Address Book:

1. Select **Home** tab → In Find section of toolbar, select **Address Book**.

2. From the drop-down menu under Address Book, select **Global Address List**.

3. In the blank field box under Search: type the contact's name.





4. If you are unable to find the contact, narrow down your search by selecting **Advanced Find**.

5. Edit the data fields appropriately then select **OK**. A list of contacts fitting your description will be displayed.



## To Add a Contact from an Open Message:

1. Open or preview the email message that contains the name you want to add to your contact list.

2. Right-click the name of the person that you want to add. → Select **Add to Contacts**

DIVISION *of* INFORMATION TECHNOLOGY

**LOCATION** Pine Hall • **PHONE** 229.333.5974 • **FAX** 229.245.4349 • **WEB** www.valdosta.edu/it • **ADDRESS** 1500 N. Patterson St. • Valdosta, GA 31698–1095

*A Regional University of the University System of Georgia and an Equal Opportunity Institution*

# Outlook: Contacts

## To Message a Contact:

1. Right-click the name of the contact you want to message.

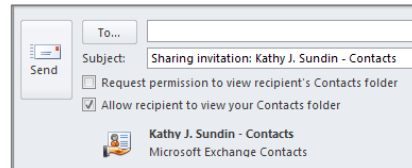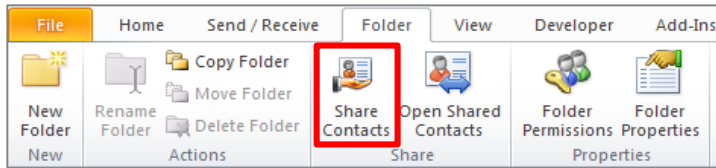2. Select **Create** → Select **Email (or Instant Message), or Meeting, or Assign Task**

## To Forward a Contact:

1. Select **Folder** tab → **Forward Contact** → Chose format

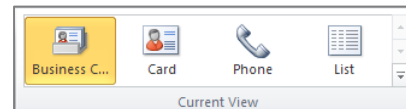2. Add contact information → Add contact(s) → **Send**
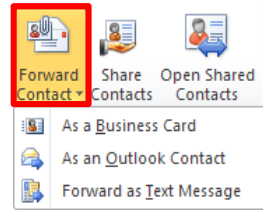
## To Share a Contact:

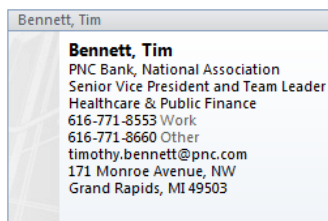Select **Folder** tab → **Share Contacts** → Add Contact(s) → **Send**

## To Change Contact View:

Select the desired contact format from toolbar.

**Business Card View**

**Card View**

**List View**

DIVISION *of* INFORMATION TECHNOLOGY

**LOCATION** Pine Hall • **PHONE** 229.333.5974 • **FAX** 229.245.4349 • **WEB** www.valdosta.edu/it • **ADDRESS** 1500 N. Patterson St. • Valdosta, GA 31698–1095

*A Regional University of the University System of Georgia and an Equal Opportunity Institution*
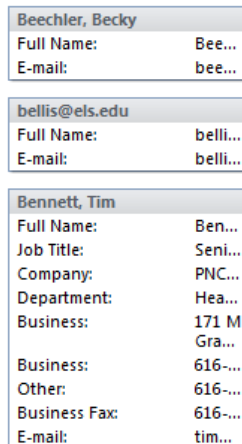
## To Print a Contact:

1. Select the contacts folder that contains the contact you want to print.
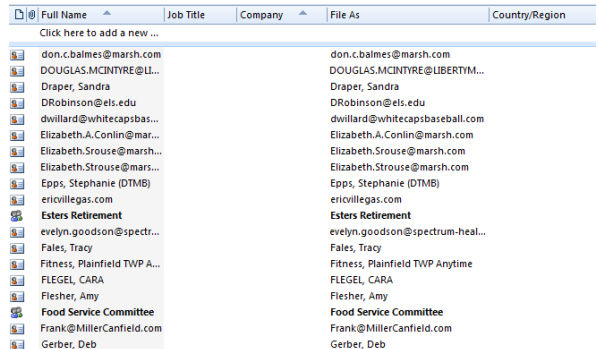
2. Double-click the contact to open it. → Select the **File Tab** → Select **Print**


## To Print All Contacts:

1. Select the contacts folder that contains the contacts you want to print.

2. Select the **File Tab** → Select **Print**


## To Enable or Disable the People Pane:

Select **View** tab → In the People Pane section, click the drop-down menu. → Select **Normal**, **Minimized**, or **Off**

DIVISION *of* INFORMATION TECHNOLOGY

**LOCATION** Pine Hall • **PHONE** 229.333.5974 • **FAX** 229.245.4349 • **WEB** www.valdosta.edu/it • **ADDRESS** 1500 N. Patterson St. • Valdosta, GA 31698–1095

*A Regional University of the University System of Georgia and an Equal Opportunity Institution*