
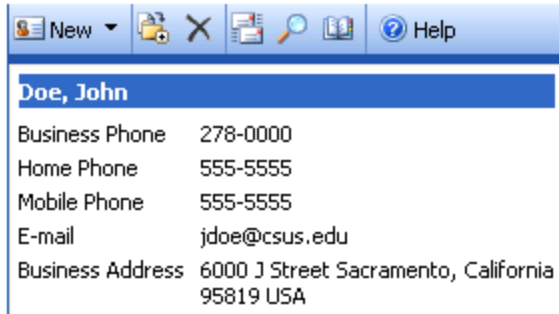


WebMail Contacts

A contact is a person or organization with which you correspond. You can store information about contacts, such as phone numbers, addresses, e-mail addresses, job titles, Web pages, and notes. You can easily create a message or a meeting request directly from a contact, as well as display a map for the contact's business or home address.

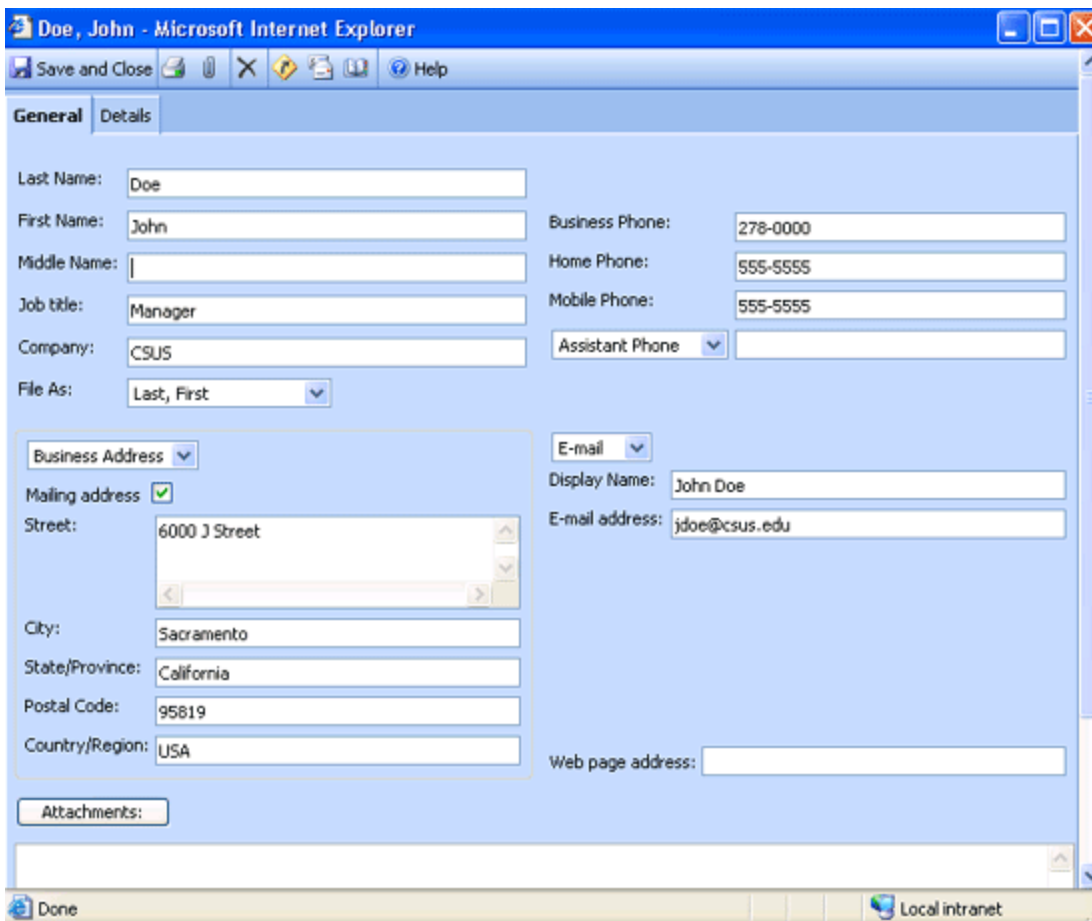
To get to Contacts in Outlook, from the Navigation bar click on the contacts icon. 



A screenshot of an Outlook contact card for John Doe. The card is displayed in a window with a menu bar containing 'New', 'Help', and other icons. The contact information is as follows:

Business Phone	278-0000
Home Phone	555-5555
Mobile Phone	555-5555
E-mail	jdoe@csus.edu
Business Address	6000 J Street Sacramento, California 95819 USA


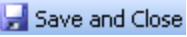
Creating a New Contact



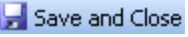
A screenshot of a Microsoft Internet Explorer browser window displaying the 'Doe, John' contact form. The browser title is 'Doe, John - Microsoft Internet Explorer'. The form is divided into 'General' and 'Details' tabs, with 'General' selected. The form fields are as follows:

Last Name:	Doe	Business Phone:	278-0000
First Name:	John	Home Phone:	555-5555
Middle Name:		Mobile Phone:	555-5555
Job title:	Manager	Assistant Phone:	
Company:	CSUS		
File As:	Last, First		
Business Address		E-mail	
Mailing address: <input checked="" type="checkbox"/>		Display Name: John Doe	
Street: 6000 J Street		E-mail address: jdoe@csus.edu	
City: Sacramento		Web page address:	
State/Province: California			
Postal Code: 95819			
Country/Region: USA			

At the bottom of the form, there is an 'Attachments:' section with a text area.

1. Use the New Contact form to create a new contact. To open a **New Contact** form, click the  button on the toolbar.
2. Enter the information for the new contact in the spaces provided.
3. When finished entering information, click the **Save and Close**  button on the toolbar.

View or Update a Contact

1. Open the contact by double-clicking where it appears under your list of contacts.
2. To change or add any information, type new text over the existing text.
3. Click **Save and Close** . 

Delete a Contact

Click on the contact that you wish to delete from your list of contacts.

Click the **Delete** button  from the toolbar.