

# Addressing: Using Contacts Overview

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## Applicable usage

Outlook 2003 Client

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## Important

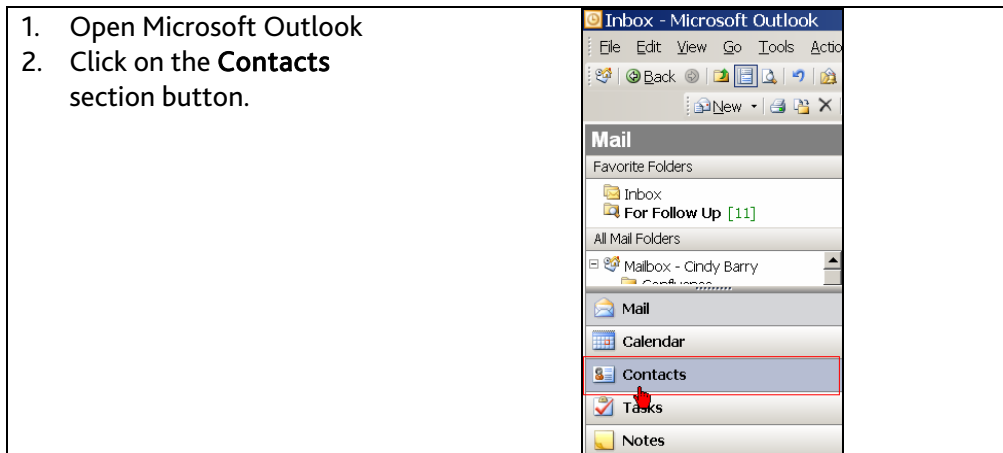
The default search order for Outlook is:

1. Global Address List
  2. Syracuse University
  3. Contacts (including Custom Contacts lists in alphabetical order)
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# Using Contacts: Contacts folder

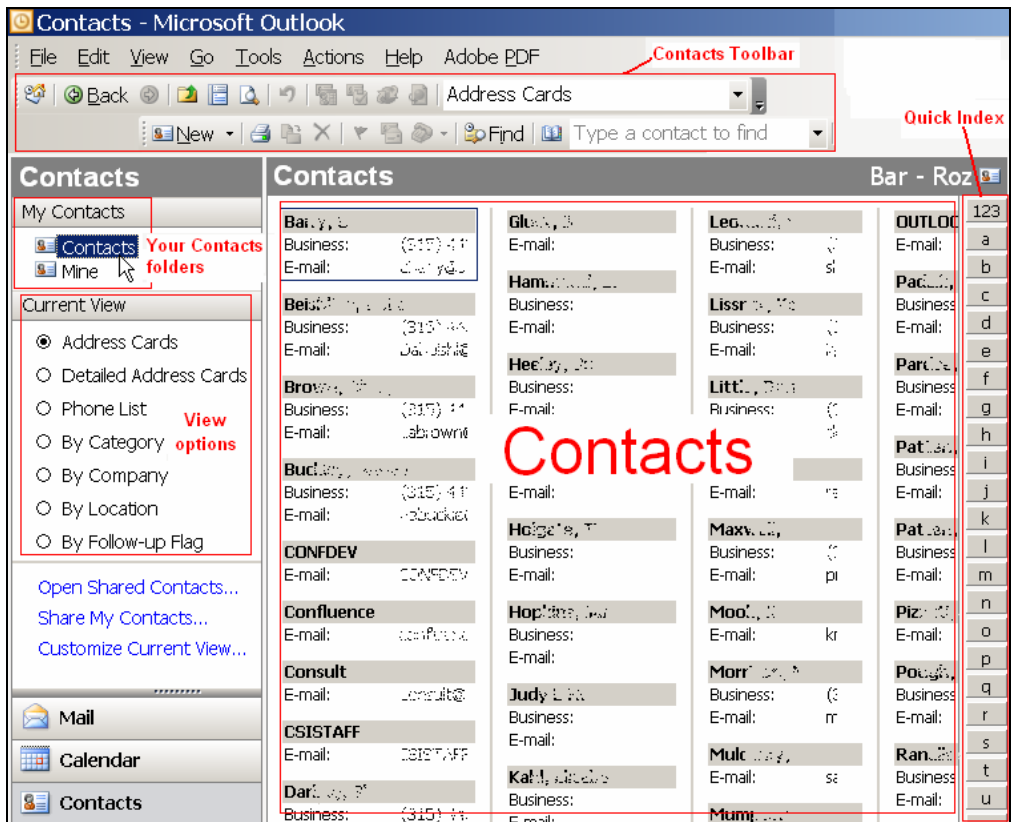
## Opening Contacts

1. Open Microsoft Outlook
2. Click on the **Contacts** section button.



## What Contacts looks like

Below is an image of the default **Contacts**. Contacts are shown in Address Card format.



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# Using Contacts: Contacts folder, Continued

## Contact views

### Address Cards (default)

### Detailed Address Cards

### Phone List

### By Category

### By Company

### By Location

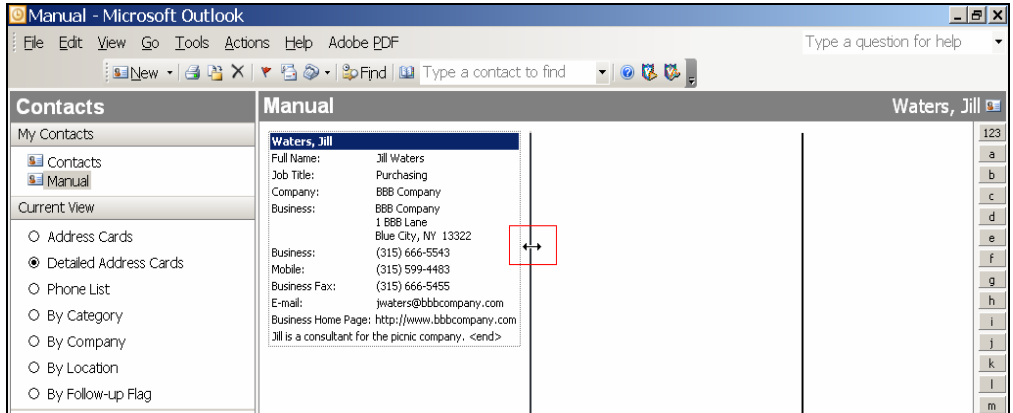
### By Follow-up Flag

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# Using Contacts: Contacts folder, Continued

## Resizing Columns

You can change the column widths by clicking the vertical bar between the contacts and dragging them to where you want them. This will change ALL column widths.

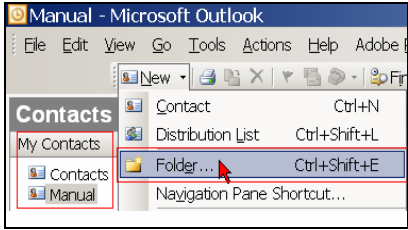
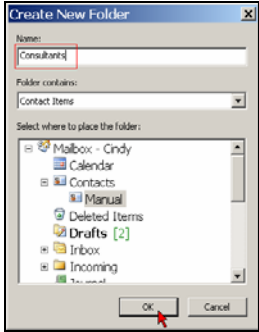



# Contacts folders: Creating custom Contact folders

## About custom Contact folders

- Custom Contact folders can be used to keep separate Contacts for specific groups or types of Contacts such as outside consultants.
- You must add custom Contacts in the Address Book if you wish the Address Book to search those folders when looking for users.
- If you do not wish Outlook to automatically search specific folders, you may still search them manually by specifying the folders.

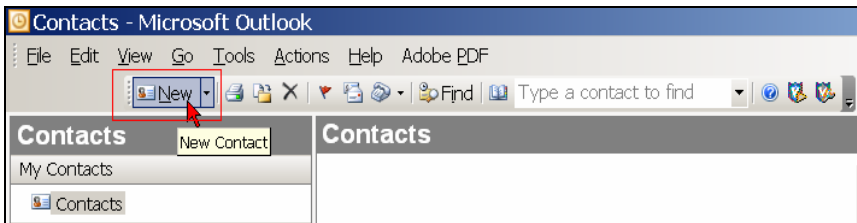
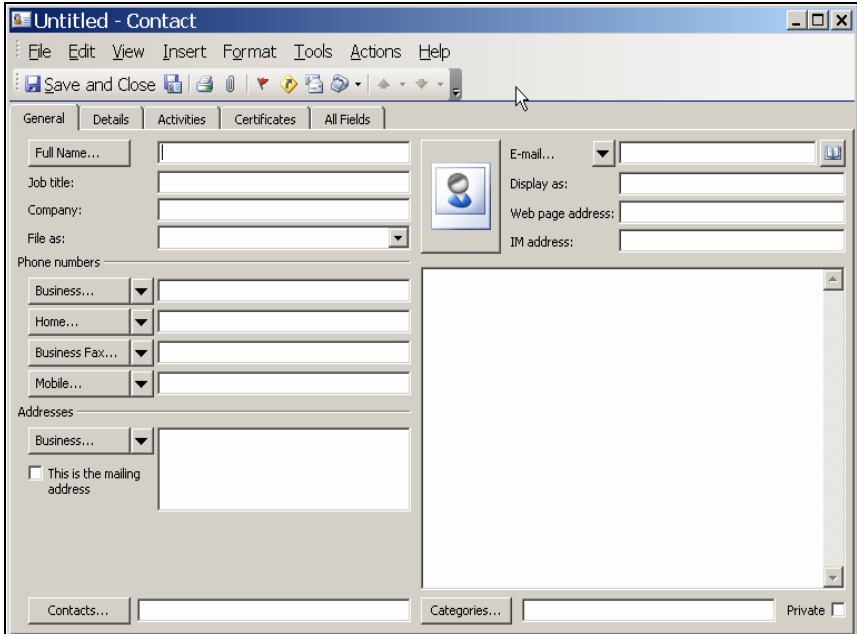
## New Contact folder procedure

Step	Action
1	<p>Click the arrow next to the <b>New &gt;&gt; Folder...</b> on the Standard toolbar.</p>  <p><i>Result:</i> The Create New Folder screen will pop-up.</p>
2	 <ol style="list-style-type: none"> <li>1. Enter the new folder name in the Name: field.</li> <li>2. Click the OK button when done.</li> </ol>
3	<p>The new folder will appear with the other folders under your Contacts.</p> 

# Using Contacts: Adding Contacts

In Contacts folder

*You can add a new Contact directly into the Contacts folder.*

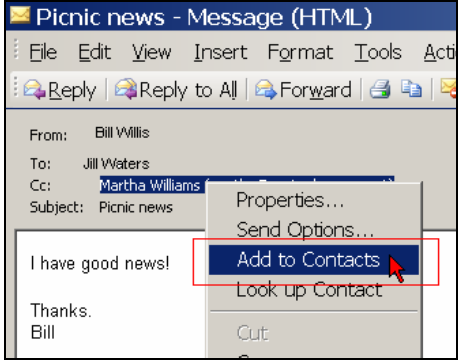
Step	Action
1	Open the Contacts section.
2	Select Contacts folder to add new contact into.
3	<p>In the Standard toolbar, click <b>New</b>.</p>  <p><i>Result:</i> The Untitled Contact screen will appear.</p> 
4	Fill in all fields as needed.
5	When complete, click the <b>Save and Close</b> button on the toolbar.

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## Using Contacts: Adding Contacts, Continued

From E-mails –  
direct add  
method

*Contacts can be added from an e-mail you have received or sent.*

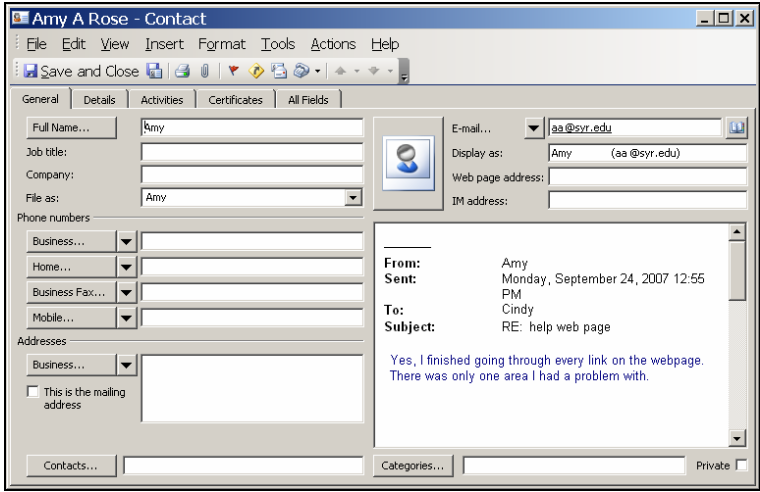
Step	Action
1	Open the e-mail message.
2	Locate and highlight (or click once on) the e-mail name.
3	Right click and select <b>Add to Contacts</b> .  A screenshot of an email client window titled "Picnic news - Message (HTML)". The window shows a standard menu bar (File, Edit, View, Insert, Format, Tools, Acti) and a toolbar with buttons for Reply, Reply to All, Forward, and Print. The email header is visible, with the "Cc:" field containing "Martha Williams" highlighted. A context menu is open over the highlighted name, showing options: Properties..., Send Options..., Add to Contacts (highlighted with a red box and a mouse cursor), and Look up Contact. The email body text below the header reads: "I have good news! Thanks. Bill".
4	Fill in all fields on the New Contact screen as needed.
5	When complete, click the <b>Save and Close</b> button on the toolbar.

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## Using Contacts: Adding Contacts, Continued

From E-mails –  
drag and drop  
method

*Contacts can be added from an e-mail you have received or sent.*

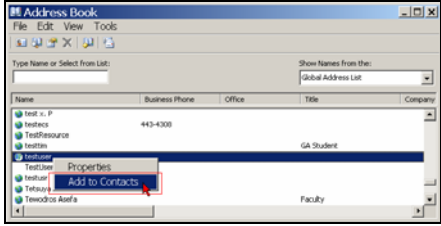
Step	Action
1	Locate and click on the e-mail you wish to create a Contact for.
2	<p>Drag the entire e-mail and drop it on the Contacts section name.</p> <p><i>Result:</i> The Contact screen will appear populated with the e-mail address, name and e-mail itself is included.</p> 
3	Fill in all fields on the New Contact screen as needed.
4	When complete, click the <b>Save and Close</b> button on the toolbar.

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# Using Contacts: Adding Contacts, Continued

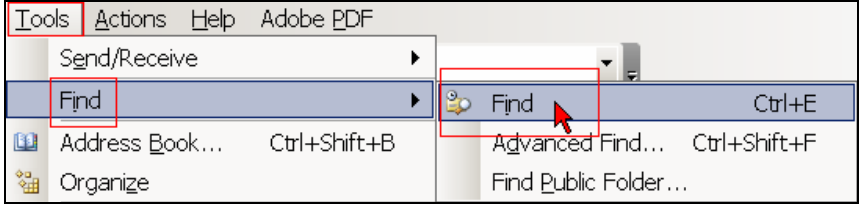
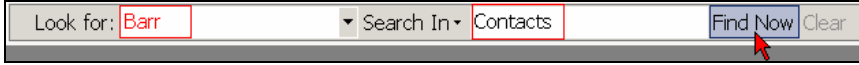
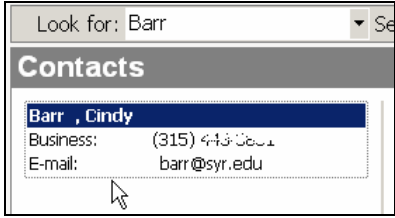
From Address Book

*Contacts can be added directly from the Address Book.*

Step	Action
1	Open the Address Book.
2	Locate and highlight (or click once on) the e-mail name.
3	Right click and select <b>Add to Contacts</b> . 
4	Fill in all fields on the New Contact screen as needed.
5	When complete, click the <b>Save and Close</b> button on the toolbar.

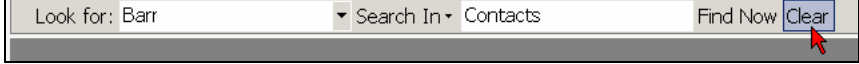
# Using Contacts: Find

## Basic Find Procedure

Step	Action
1	<p>Click <b>Tools &gt;&gt; Find &gt;&gt; Find</b> on the Standard toolbar.</p>  <p>The screenshot shows the 'Tools' menu open. The 'Find' option is highlighted with a red box. A mouse cursor is pointing at the 'Find' option. Other options visible include 'Send/Receive', 'Address Book...', 'Organize', 'Advanced Find...', and 'Find Public Folder...'. The 'Find' option has a keyboard shortcut of 'Ctrl+E'.</p>
2	<p>In the Find menu bar which appears above your Contacts list:</p> <ol style="list-style-type: none"> <li>1. Type the first or last name, or the company of the person for whom you are looking in the <b>Look for:</b> text box.</li> <li>2. Click on the down arrow next to the <b>Search In</b> button &amp; select.</li> <li>3. Click <b>Find Now</b> button in the Find menu bar.</li> </ol>  <p>The screenshot shows the Find menu bar. The 'Look for:' text box contains the name 'Barr'. The 'Search In' dropdown menu is set to 'Contacts'. The 'Find Now' button is highlighted with a red box and a mouse cursor is pointing at it. There is also a 'Clear' button next to it.</p>
3	<p>Results are displayed in the Contacts screen.</p>  <p>The screenshot shows the Contacts screen. The 'Look for:' text box contains 'Barr'. Below it, the 'Contacts' list is displayed. The first contact, 'Barr, Cindy', is selected and highlighted. Her contact information is shown: Business: (315) 443-0601, E-mail: barr@syr.edu. A mouse cursor is pointing at the contact name.</p>
4	To select a contact, double-click on the desired selection

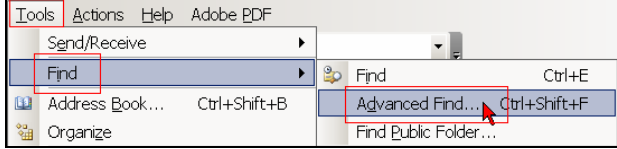
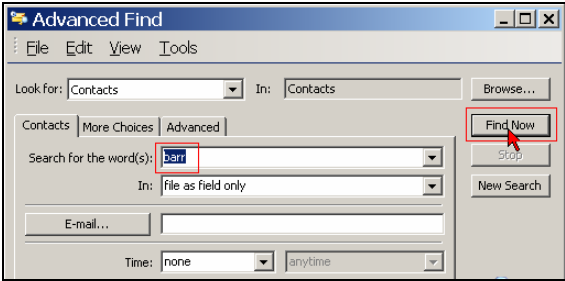
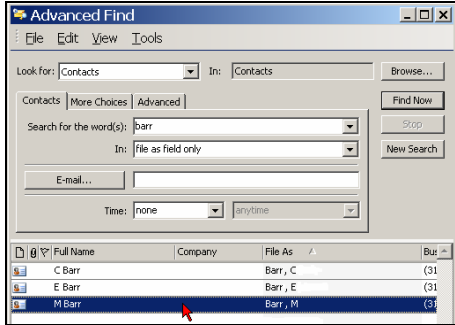
## Clear Find Results

*Follow these steps to clear Find results:*

Step	Action
1	<p>Click on the <b>Clear</b> button on the Find menu bar.</p>  <p>The screenshot shows the Find menu bar. The 'Look for:' text box contains 'Barr'. The 'Search In' dropdown menu is set to 'Contacts'. The 'Find Now' button is visible, and the 'Clear' button next to it is highlighted with a red box and a mouse cursor is pointing at it.</p>
2	All Contacts will re-appear.

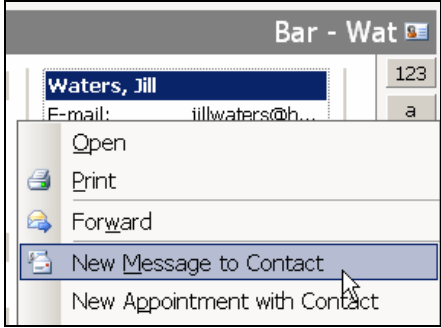

# Using Contacts: Advanced Find

## Advanced Find Procedure

Step	Action	
1	<p>Click <b>Tools &gt;&gt; Find &gt;&gt; Advanced Find</b> on the Standard toolbar.</p> 	
2	<p>The Advanced Find panel will appear.</p>	
3	<p>Enter search information into the Advanced Find panel using any of tabs and fields available as shown in the example below:</p>  <p>When complete, click <b>Find Now</b> button.</p>	
4	<p>Results are displayed at the bottom of the Advanced Find panel as shown in the example below:</p> 	
5	<p><b>To...</b></p> <p>Select a contact shown</p> <p>Perform another search</p> <p>Send an e-mail</p>	<p><b>Action</b></p> <p>Double-click on the desired selection.</p> <p>Click on the <b>New Search</b> button</p> <p>Right-click on the contact and choose <b>New Message to Contact</b>.</p>

# Using Contacts: E-mailing Contacts

## Contacts E-mailing Procedure

Step	Action
1	<p data-bbox="548 310 1047 346">Right-click on contact you wish to e-mail.</p>  <p data-bbox="548 378 987 703">The screenshot shows a contact card for 'Waters, Jill' with an email address 'jillwaters@h...'. A context menu is open over the card, listing actions: 'Open', 'Print', 'Forward', 'New Message to Contact' (which is highlighted with a mouse cursor), and 'New Appointment with Contact'.</p>
2	<p data-bbox="548 741 941 777">Click <b>New Message to Contact</b>.</p>
3	<p data-bbox="548 814 1323 850">The contact name and e-mail address will appear in a new e-mail.</p>  <p data-bbox="548 877 922 1176">The screenshot shows a new email message window titled 'Untitled - Message (HTML)'. The 'To' field is populated with 'Jill Waters (jillwaters@bbb.com)'. Other fields like 'Cc...', 'Bcc...', and 'Subject:' are visible but empty.</p>