Contacts – Safari

Outlook Webmail provides a Contacts feature which is used to store the name, email address, and other information about a person or an organization. This feature allows you to create, edit, and delete Contacts. You can also send messages to contacts through the Contacts folder.

Creating a Contact

By creating a Contact, you can quickly access his or her contact information or send a message without having to type the address.

1. From the Outlook Navigation pane, click CONTACTS The Contacts screen appears.
2. From the Contact Folders list, select a folder for your contact
   NOTE: The default folder is Contacts.
3. On the toolbar, click NEW CONTACT A blank contact profile appears.
4. In the appropriate text boxes, type your new contact's information
   NOTE: It is not necessary to type information in all text boxes.
5. Click SAVE AND CLOSE The new contact is saved.

Editing a Contact

After creating a contact, change a contact's profile anytime. Outlook Webmail allows you to edit contact information quickly and easily.

1. From the Outlook Navigation pane, click CONTACTS The Contacts screen appears.
2. From the Contact Folders list, select the folder for your contact
   NOTE: The default folder is Contacts.
3. Click the contact you wish to edit
   The screen refreshes to display the contact.
4. Click **EDIT CONTACT**
   The contact profile appears.
5. In the appropriate text boxes, type your contact's information
   **NOTE:** It is not necessary to type information in all text boxes.
6. Click **SAVE AND CLOSE**
   The changes are saved.

**Deleting Contacts**

1. From the Outlook *Navigation* pane, click **CONTACTS**
   The *Contacts* screen appears.
2. From the *Contact Folders* list, select the folder for your contact
   **NOTE:** The default folder is *Contacts*.
3. From the *Contacts* list, select the *Contact* you want to delete
   The *Contact* is selected when a checkmark appears before it.
4. On the toolbar, click **DELETE**
   The contact is deleted.

**Sending Messages to Contacts**

To make emailing your contacts easier, Outlook Webmail allows you to send messages directly through the *Contacts* folder.

1. From the Outlook *Navigation* pane, click **CONTACTS**
   The *Contacts* screen appears.
2. From the *Contact Folders* list, select the folder with your contact
   **NOTE:** The default folder is *Contacts*.
3. From the *Contacts* list, select the *Contact* you want to delete
   The *Contact* is selected when a checkmark appears before it.
   **NOTE:** If the contacts are in the same contact folder, you can select more than one contact.
4. Click **SEND E-MAIL**
   A blank message appears with the selected contact(s) in the *To...* text box.
5. In the *Subject* text box, type an appropriate subject line
6. In the body of the message, type your message content
7. When finished, click **SEND**
   The message is sent to the contact(s).