Outlook - Create and manage contacts

Add a contact

Keep track of everyone you communicate with by creating and editing contacts in Outlook. Once you've saved someone as a contact, you can type the first few letters of their name into an email, and Outlook will fill in their email address for you.

Add a contact from an email

1. Right-click a name on the **To**, **Cc**, **Bcc**, or **From** line.
2. Select **Add to Outlook Contacts**.
3. Add any additional details you want.
4. Select **Save & Close**.

Add a contact from scratch

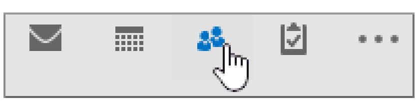
1. Select **People**  > **New Contact**.
2. Add any additional details you want.
3. Select **Save & Close**.

Click to watch the "Add a contact" video.

Add people to a contact group

Use a contact group (formerly called a "distribution list") to send an email to multiple people—a project team, a committee, or even just a group of friends—without having to add each name each time you want to write them. To add people to your contact group, do the following:

1. On the Navigation bar, click **People** to view your **contacts**.

2. Under **My Contacts**, click **Contacts**.
3. Double-click the contact group that you want to add members to.
4. Click **Add Members**, and then choose the list that you want to add a contact from. For this example, choose **From Outlook Contacts**.
5. In the **Search** box, type the name.
6. Double-click the name to add it to the **Members** box, and then click **OK**.
7. Click **Contact Group** > **Save and Close**.

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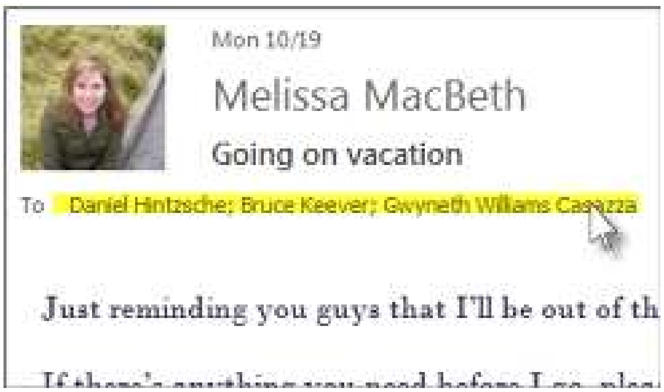
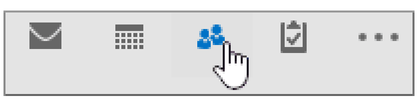
Use an email to create a contact group

If you're always emailing the same group of people, you can create a contact group (previously called a distribution list) that includes all of the recipients by using a previous email that you sent to them. Then, the next time you want to contact them or schedule a meeting with them, you can add the contact group to the **To** line of your message, instead of adding each person individually.

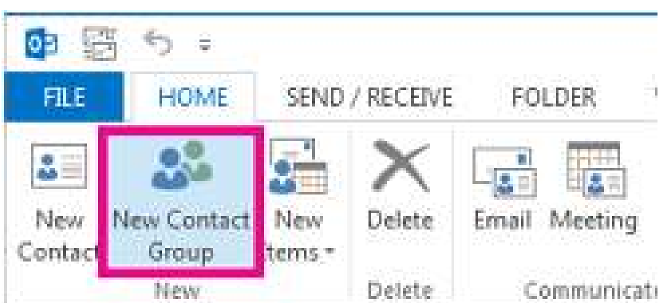
1. Open an email that was sent to the people you want to include in the contact group.
2. In the **To** or **Cc** box, highlight all the names with your mouse.



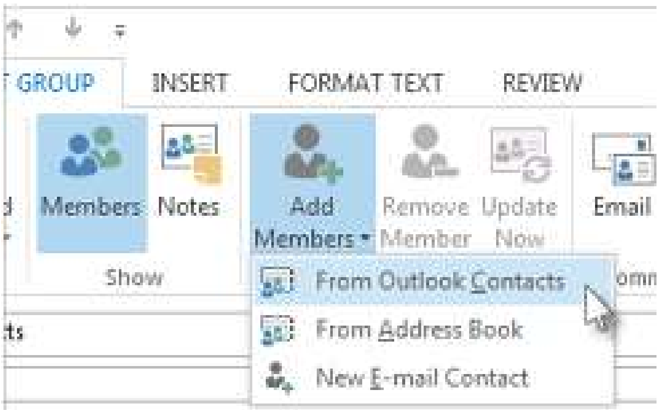
3. Right-click your selection, and then click **Copy**, or press Ctrl+C.
4. In the main Outlook window (not in the opened email message), click **People** on the Navigation bar



5. Click **New Contact Group**.

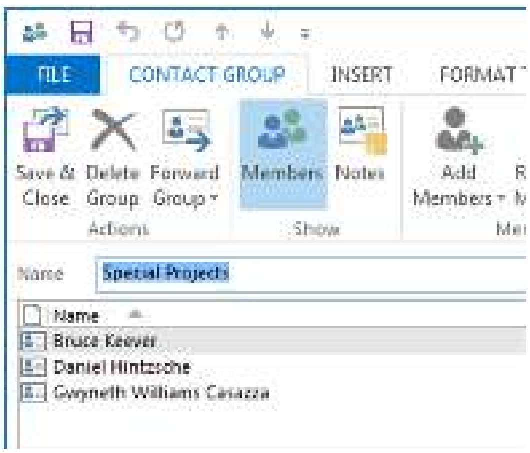


6. Type a name for your contact group, like **Special Projects**.
7. Click **Add Members** > **From Outlook Contacts**.



8. In the window that opens, right-click inside the **Members** box, and click **Paste**, or press Ctrl+V.
9. Click **OK**.

The people from the email will appear as a list of members for your contact group.



10. Click **Save & Close**.

Contact groups show up in your list of contacts, along with individual people. You can tell the difference by the icons that appear to the left of the names in List view. The card icon is for individual contacts and the people icon is for contact groups.

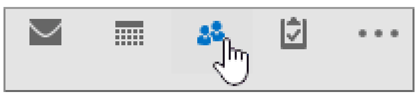
Finally, you can always add people or remove people from the contact group later.

Edit a contact

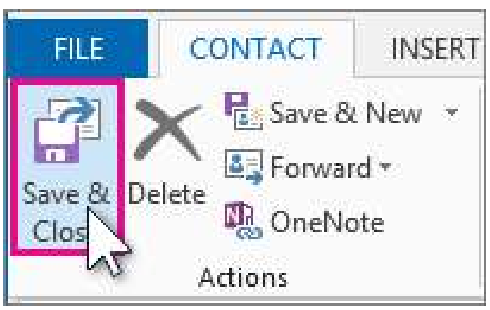
You can add information about your contacts—such as their birthdays and anniversaries, or the names of their spouses and children or edit any of the information you've previously entered. Information that you add or change appears only on your computer.

> **Note**: If, when you start typing a person's name or email address in the To, Cc, or Bcc fields in a new message and an incorrect address appears, this address may not be coming from the person's saved contact. Outlook stores email addresses you've used before in an autocomplete list. To remove an incorrect address from the autocomplete list, see Manage suggested recipients in the To, Cc, and Bcc boxes with Auto-Complete.

1. On the Navigation Bar, click **People**.



2. Double-click a contact to open that contact.
3. Add or update information for the contact.
4. Click **Save & Close** to update the contact.



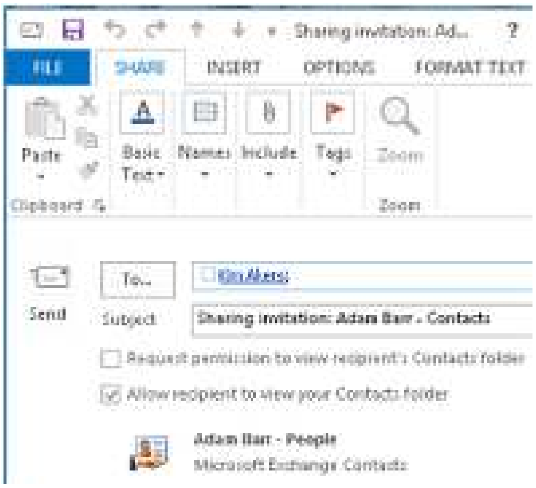
Share a contacts folder with others

Share with specific people in your organization

The default **Contacts** folder in Outlook is created in each Outlook profile. This folder can't be renamed or deleted. You might have additional contact folders. You can share any of these folders by doing the following:

1. In **People**, in the folder pane, click the contact folder that you want to share with a person in your organization.
2. Click **Home**. Then, in the **Share** group, click **Share Contacts**.

3. In the **To** box, enter the name of the recipient for the sharing invitation message. If you want to, you can change the **Subject**.

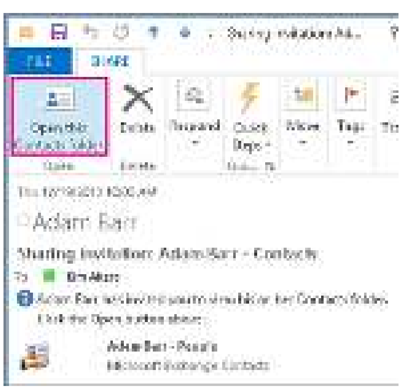


4. If you want to, request permission to view the recipient's default **People** folder. To do so, select the **Request permission to view recipient's Contacts folder** check box.

   Note: If you want to request access to a contacts folder other than the recipient's default **People** folder, you must send an email message that asks for permissions to that particular folder. This option only requests access to the recipient's default **People** folder.

5. In the message body, type any information that you want to include, and then click **Send.** Review the confirmation dialog box, and then if correct, click **OK**.

6. The person in your organization receives the sharing invitation in email, and clicks **Open this Contacts folder**.

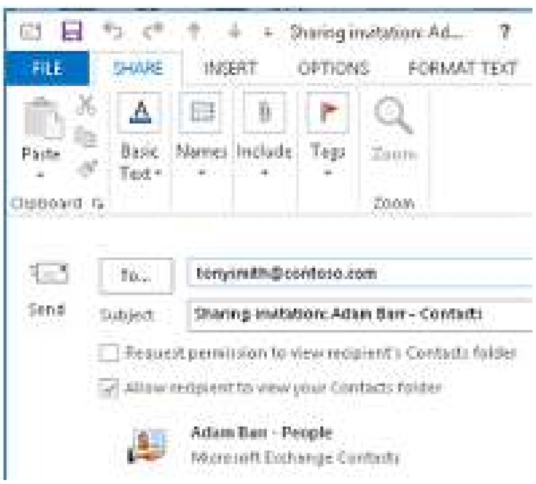


Share with specific people outside your organization

The default **Contacts** folder in Outlook is created in each Outlook profile. This folder can't be renamed or deleted. You might have additional contact folders. You can share any of these folders by doing the following:

1. In **People**, in the folder pane, click the contact folder that you want to share with a person outside your organization.
2. Click **Home**. Then, in the **Share** group, click **Share Contacts**.

3. In the **To** box, enter the name of the recipient for the sharing invitation message. If you want to, you can change the **Subject**.



4. If you want to, request permission to view the recipient's default **People** folder. To do so, select the **Request permission to view recipient's Contacts folder** check box.
   Note: If you want to request access to a contacts folder other than the recipient's default **People** folder, you must send an email message that asks for permissions to that particular folder. This option only requests access to the recipient's default **People** folder.
5. In the message body, type any information that you want to include, and then click **Send**. Review the confirmation dialog box, and then if correct, click **OK**.

If the following error displays when you try to send the sharing invitation, sharing contacts with people outside of your organization is not supported by the sharing policy for your organization. Only an admin in your organization can change the sharing policy for your organization. For more information, see the end of this section.

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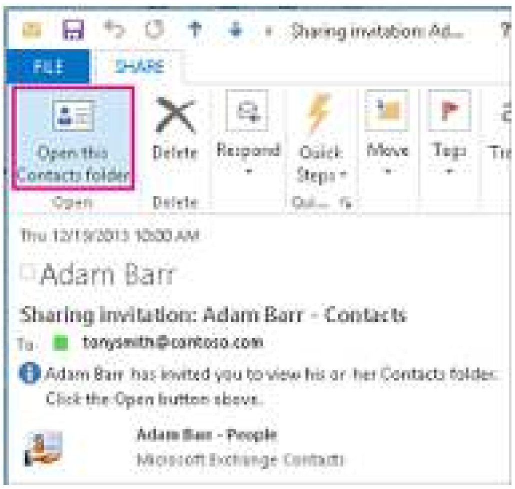
6. The person outside your organization receives the sharing invitation in email, and clicks **Open this Contacts folder**.



If you receive an error when you try to share your contacts with someone outside your organization, contact the person that manages your email account.

Share a contacts folder with everyone

1. In **People**, in the folder pane, click **Contacts**.
2. Click **Folder**. Then, in the **Properties** group, click **Folder Permissions**.
3. In the **Name** box, click **Default**.
4. Under **Permissions**, in the **Permission Level** list, click **Publishing Editor** or any of the other options.

Revoke or change other people's access

To change or revoke someone's access permissions to your contacts folders, do the following:

1. In **People**, in the Folder Pane, click the contacts folder for which you want to change permissions.
2. Click **Folder**. Then, in the **Properties** group, click **Folder Permissions**.
3. On the **Permissions** tab, do one of the following:

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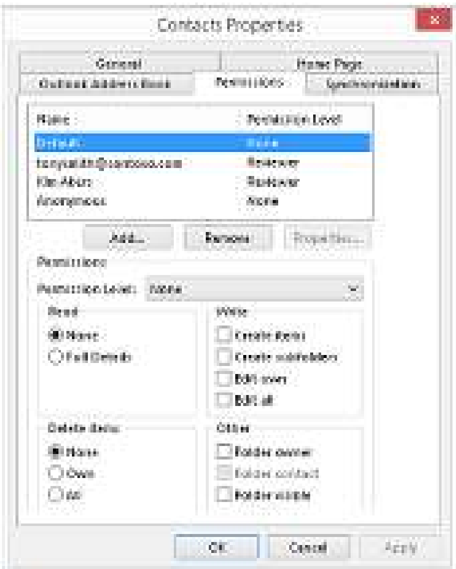
- **Revoke or change access permissions for everyone** In the **Name** box, click **Default**.. Under **Permissions**, in the **Permission Level** list, click **None** to revoke permissions or any of the other options to change permissions.
- **Revoke or change access permissions for one person** In the **Name** box, click the name of the person whose access permissions you want to change. Under **Permissions**, in the **Permission Level** list, click **None** to revoke permissions or any of the other options to change permissions.



4. Click **OK**.

Folder sharing permissions

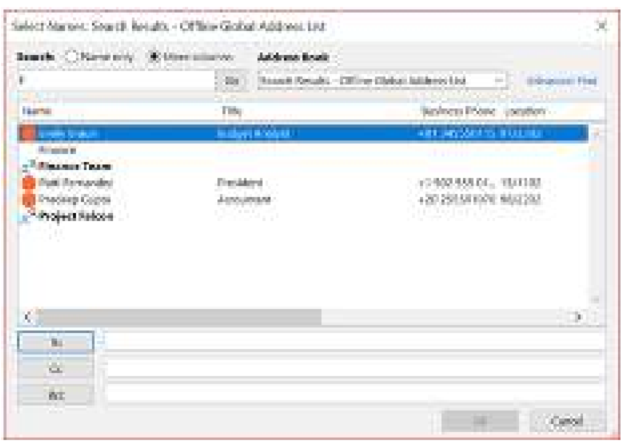
With this permission level (or role)	You can
Owner	Create, read, change, and delete all items and files, and create subfolders. As the folder owner, you can change the permission levels that other people have for the folder. (Doesn't apply to delegates.)
Publishing Editor	Create, read, change, and delete all items and files, and create subfolders. (Doesn't apply to delegates.)
Editor	Create, read, change, and delete all items and files.
Publishing Author	Create and read items and files, create subfolders, and change and delete items and files that you create. (Doesn't apply to delegates.)
Author	Create and read items and files, and change and delete items and files that you create.
Nonediting Author	Create and read items and files, and delete items and files that you create.

With this permission level (or role)	You can
Reviewer	Read items and files only.
Contributor	Create items and files only. The contents of the folder don’t appear. (Does not apply to delegates.)
None	You have no permission. You can’t open the folder.

You can create custom permissions by selecting the appropriate check boxes and options under **Permissions**.

Send an email message to a contact group

Send a message or a meeting invite to a contact group

1. Open Outlook and create a new email message or meeting request.
2. If you know the name of your contact group, you can type it in the **To** field directly. Outlook will show you potential matches from the address book.
   You can also click the **To** button to display the Select Names dialog. Type a few characters of the contact group name and click Go. Contact groups are shown in bold font.
   
3. Enter a message or meeting subject, fill out any other necessary information, such as start and end times for a meeting, then click **Send**.

For more information, please refer to the Microsoft training resource page [HERE]