People

Office

Quick Start Guide

See if a contact is available
The color next to a contact's picture in your contact list and on a contact card tells you if they are available (green), busy (red), away (yellow), or offline (gray).

Find people
Search for contacts from the search box above your contact list, or search for people to add as contacts by using the Search People box or Address Book.

Add a new contact
Add people you work with often as contacts. You can see the status of your contacts at a glance and start a conversation with one click.

Create a contact group
If you often start conversations with a group of people, add those people to a contact group, so you can communicate with them easily. Contact groups are listed under My Contacts.
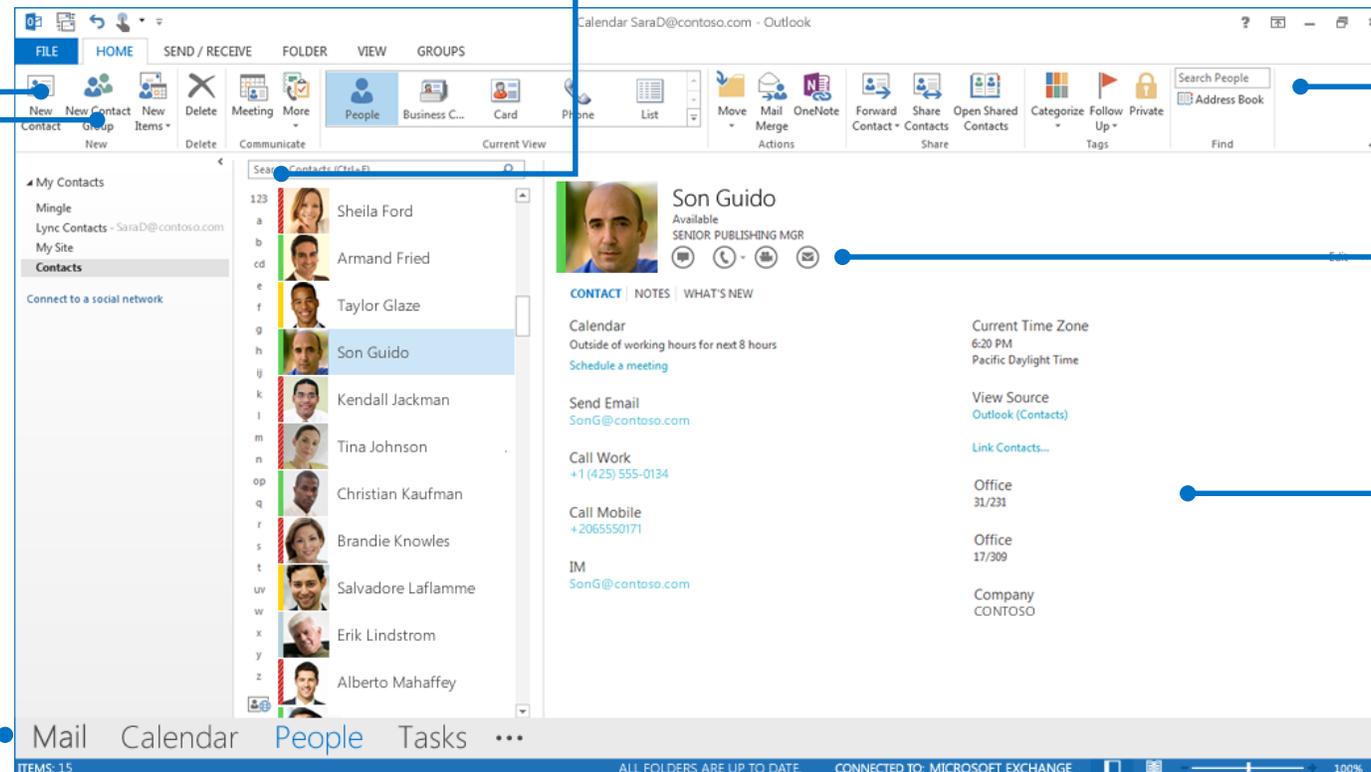
Start a conversation
Send an instant message, start an audio or video call, or send an email message.

Get information about a contact
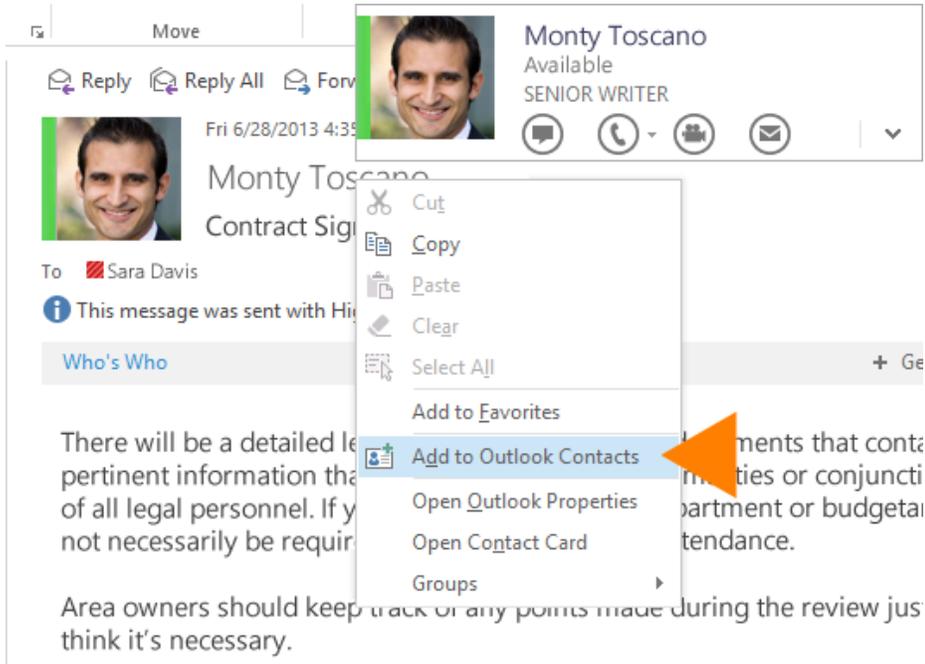Learn how to find your contact, in their office, by phone, and so on.

Switch screen
Switch to email, your calendar, or task list.

Microsoft

Add a contact

To add a contact from an email message

1. Open the email message.
2. Right-click the person's name at the top of the message, and click **Add to Outlook Contacts**.

3. In the contact window that opens, add a name for the person, if it's not already there.
4. Click the plus signs next to any type of information you want to add, like the person's birthday or phone number.

To add a contact from the People screen

1. Click **People** in the navigation bar.
2. In the **New** group, click **New Contact**, or press Ctrl+N.


To add a contact from the directory (Global Address List)

1. Click **People** in the navigation bar.
2. In the **Find** group, type the name of the person you want to add in the **Search People** box, or click **Address Book** to look the person up.
3. Click the name of the person you want to add.
3. In the contact card, click **Add**.
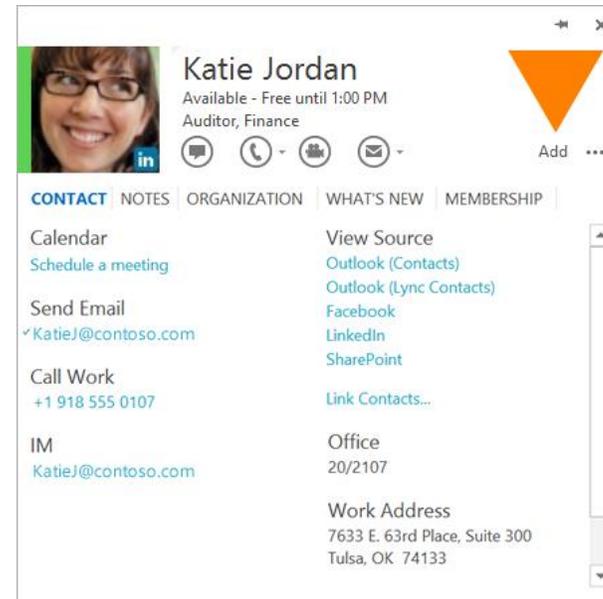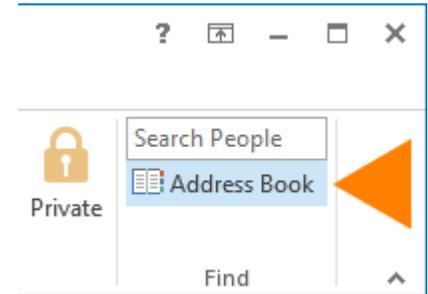
Find people and contacts

1. Click **People** in the navigation bar.
2. Above your contacts list, click the **Search People** box.
3. Start typing the person's name or other information you want to search for, like a phone number or company name.
3. Click the person you want from the search results.
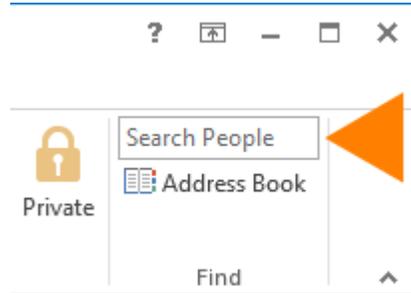
Edit a contact

1. Click **People** in the navigation bar.
2. On the **View** tab, in the **Current View** group, click **People**.
3. Click a contact. Information for that contact appears in the **People** pane.
4. Under **View Source**, click **Outlook (Contacts)**.
5. Add or update information for the contact.
6. In the **Actions** group, click **Save & Close**.

Delete duplicate contacts

1. Click **People** in the navigation bar.
2. On the **Home** tab, in the **Current View** group, click the bottom right corner of the views box, and then click **Phone**. This is the best view to scan your contacts list and see the duplicates.
3. In your list of contacts, hold down Ctrl, and click each contact you want to delete.
4. When you've selected all the duplicates, press Delete or Ctrl+D.

Import contacts

1. Click **File** > **Open & Export** > **Import/Export**.
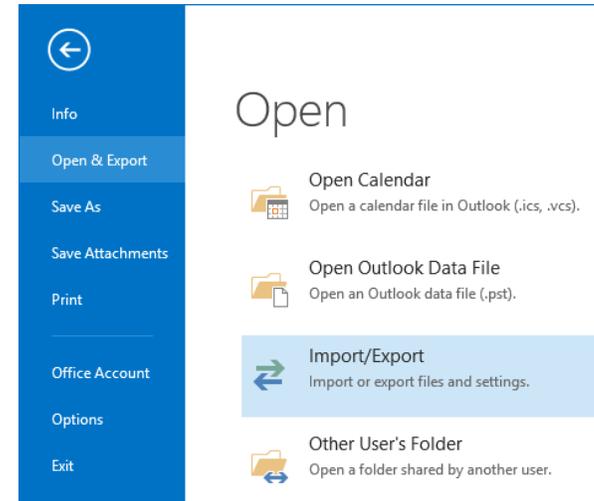
2. Choose **Import from another program or file**, and then click **Next**. This starts the Import and Export Wizard, which will walk you through the needed steps.
3. Under **Select the file type to import**, choose the file type you want to import.
4. Choose whether to import from Outlook (**Outlook Data File .pst**) or from another program, which uses a text file separated by commas (**Comma Separated Values**).
5. Click **Next**, and follow the rest of the steps in the wizard.

Assign a task to a person

1. Click **Tasks** in the navigation pane.
2. Click **Assign Task**.
3. Click **To** or, in the **To** box, enter a name or email address.
4. In the **Subject** box, type a name for the task.
5. Enter the **Start date** and **Due date**.
6. In the **Priority** list, you can change **Normal** to **High** or **Low** if you want.
7. In the body, include information about the task.
8. Click **Send**.

| Mail | Calendar | People | Tasks | ... |

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Create a contact group from a list of names in an email message

1. Open an email message 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 Outlook (not in the opened email message), click **People**.
5. Click **Home** > **New Contact Group**.
6. Type a name for your contact group.
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**, then click **Save & Close**.

Share a contacts folder with others

To share with specific people

1. Click **People** in the navigation bar.
2. In the People folder pane, click the contact folder you want to share.
3. Click **Home**.
4. In the **Share** group, click **Share Contacts**.
5. In the **To** box, enter the names of the recipients for the sharing invitation message.
6. Type any information you want to include in the message body, and click **Send**.
7. Review the information in the confirmation dialog box and then click **OK**.

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To share a contacts folder with everyone

1. Click **People** in the navigation bar.
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 one of the options. There are 9 permission roles, ranging from Owner (with all permissions, including changing permissions for others), to Author (you can read, create, and change/delete items you own), to None (you can't even open the folder).

Contacts Properties

| General | Home Page |
| Outlook Address Book | Permissions | Synchronization |

Name	Permission Level
Default	None

Add...   Remove   Properties...

Permissions

Permission Level: None

Read
- ● None
- ○ Full Details

Owner
Publishing Editor
Editor
Publishing Author
Author
Nonediting Author
Reviewer
Contributor
None

Delete items
- ● None
- ○ Own
- ○ All

- ☐ Folder owner
- ☐ Folder contact
- ☐ Folder visible

OK   Cancel   Apply