

This guide walks you through creating a contact and contact list in the Microsoft Outlook Web App.

Creating a Contact From an Email Message

1. Click the **Mail icon** (See Figure 1).
2. In the *message list* pane, click the **mail message** that has the contact (See Figure 1).
3. In the *reading pane*, click the **name** of the contact (See Figure 1).
4. In the *contact pane*, click **more actions** (See Figure 1).
5. From the *more actions* drop-down menu, click **Add to contacts** (See Figure 1).

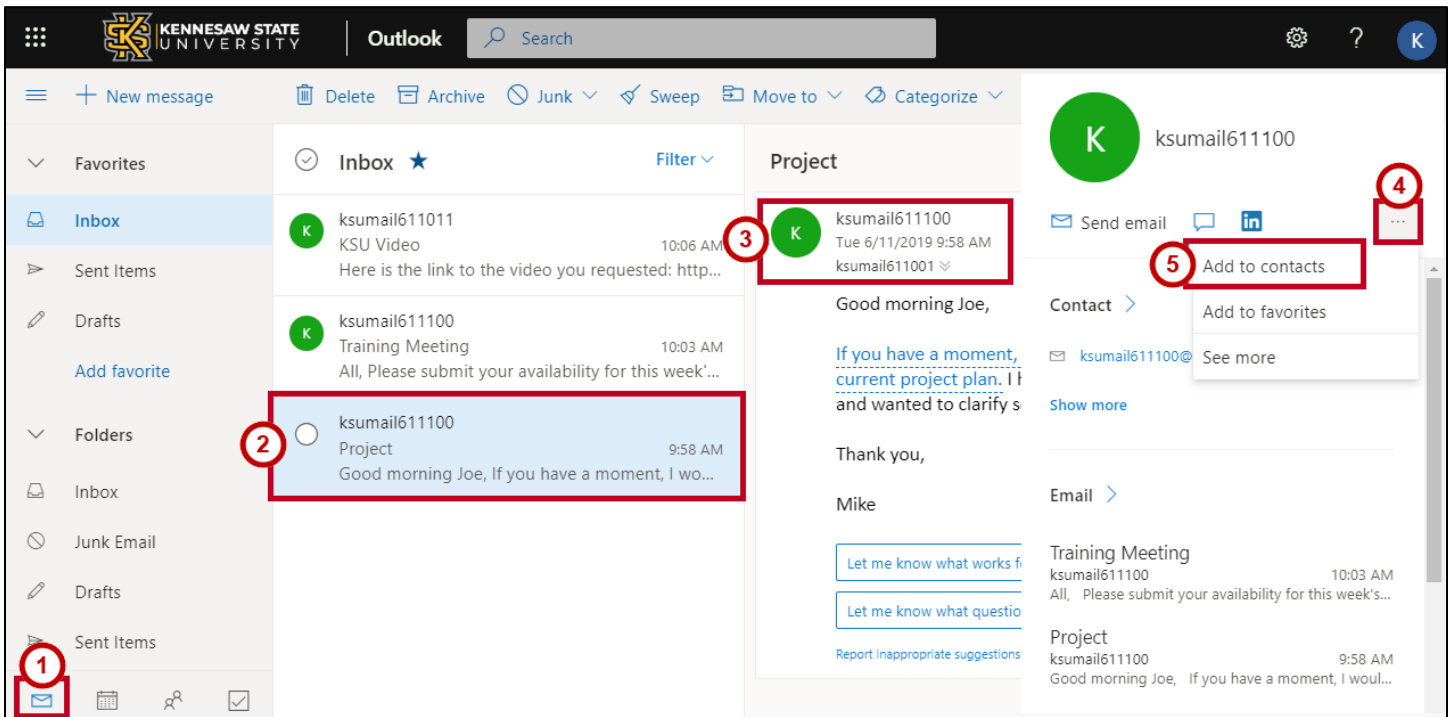


Figure 1 - Add to Contacts

6. In the *Add contact* window, if necessary, update the **First** or **Last** name (See Figure 2).
7. To enter any additional information for the contact, click **+ Add more** (See Figure 2).
8. Click **Create** (See Figure 2).

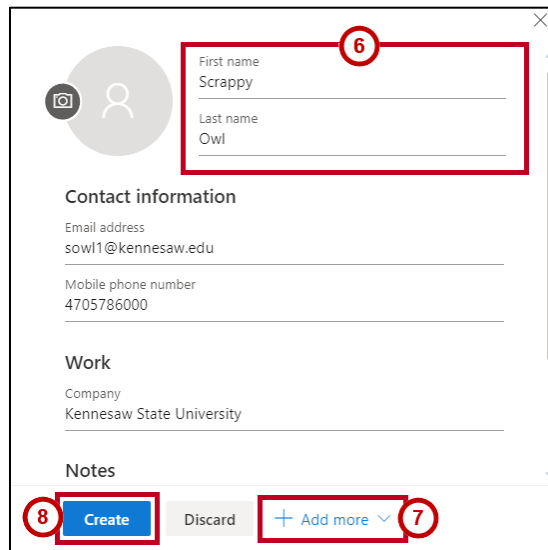


Figure 2 - Add Contact

Creating a Contact

1. Click the **People icon** (See Figure 3).
2. From the *command bar*, click the **down arrow** to the right of *New* (See Figure 3).
3. In the *More options for New* drop-down menu, click **Contact** (See Figure 3).

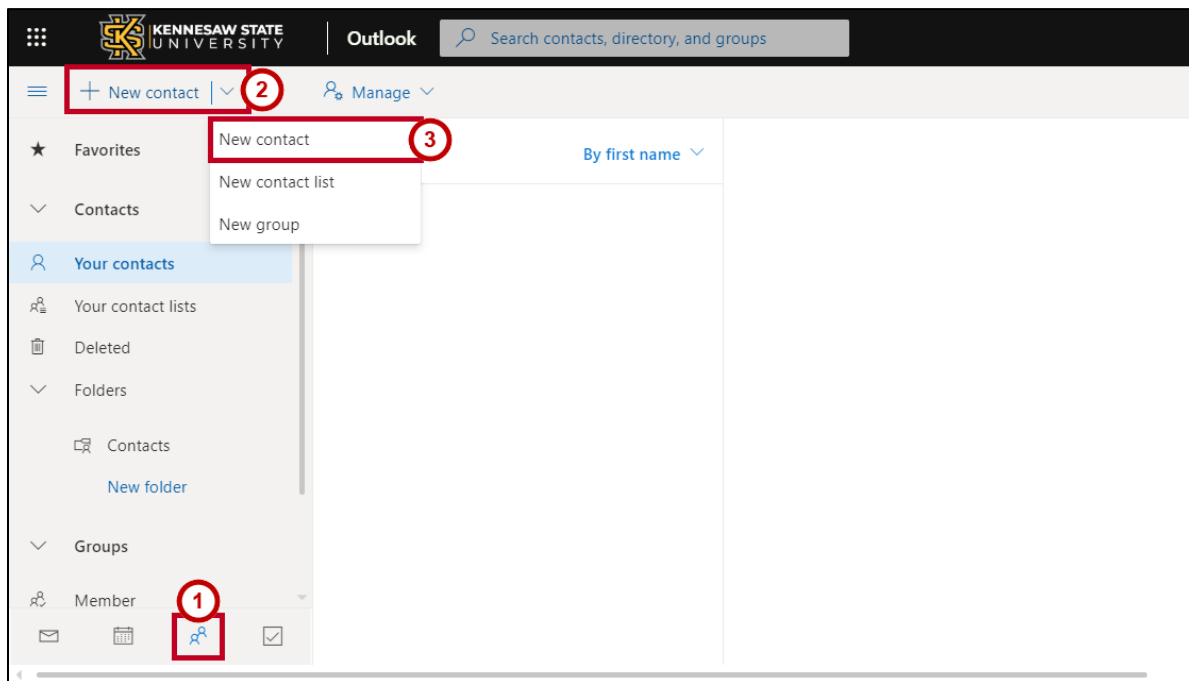


Figure 3 - New Contact

4. In the *Add contact* window, enter the following:
 - a. Type a **First name** (See Figure 4).
 - b. Type a **Last name** (See Figure 4).
 - c. Type an **Email** (See Figure 4).
 - d. Type a **Mobile phone number** (See Figure 4).
 - e. Type a **Company** name (See Figure 4).
 - f. **Scroll** down to any applicable **Notes** (See Figure 4).
5. To enter any additional information for the contact, click **+ Add more** (See Figure 4).
6. Click **Create** (See Figure 4).

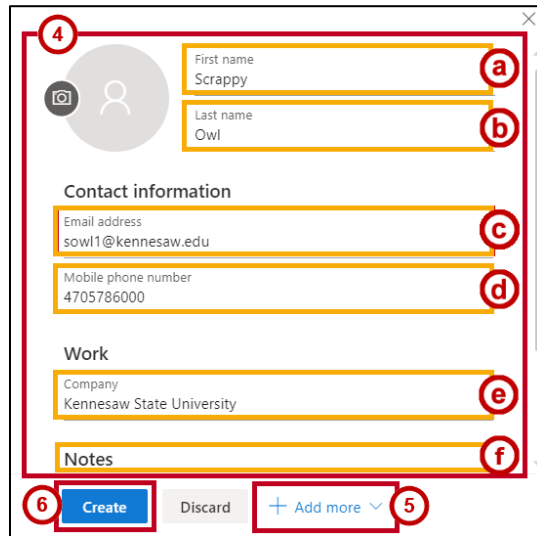


Figure 4 - Add Contact

Creating a Contact List

1. Click the **People icon** (See Figure 5).
2. From the *command bar*, click the **drop-down arrow** to the right of *New contact* (See Figure 5).
3. In the *More options for New* drop-down menu, click **New contact list** (See Figure 5).

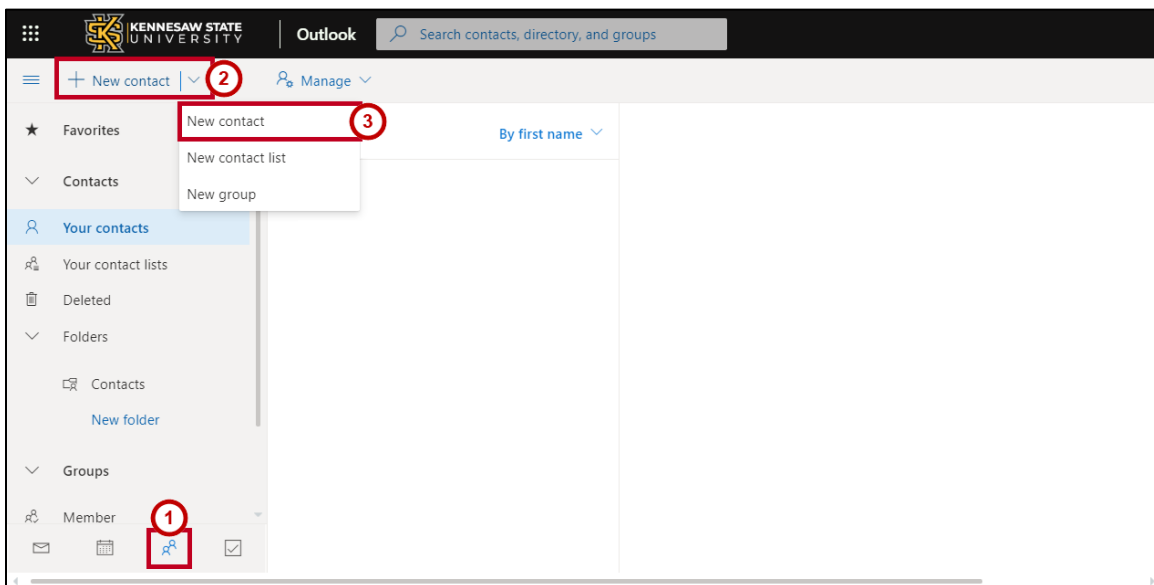


Figure 5 - New Contact List

4. In the *Contact list* window, type a **List name** (See Figure 6).
 5. If necessary, type in **Notes** (See Figure 6).
 6. In the *Add members* textbox, type an **email address** to search for someone (See Figure 6).
 7. Click to **add the person** you searched for (See Figure 6).
- Note:** To add more people, repeat steps 6 & 7 (See Figure 6).
8. Click **Create** (See Figure 6).

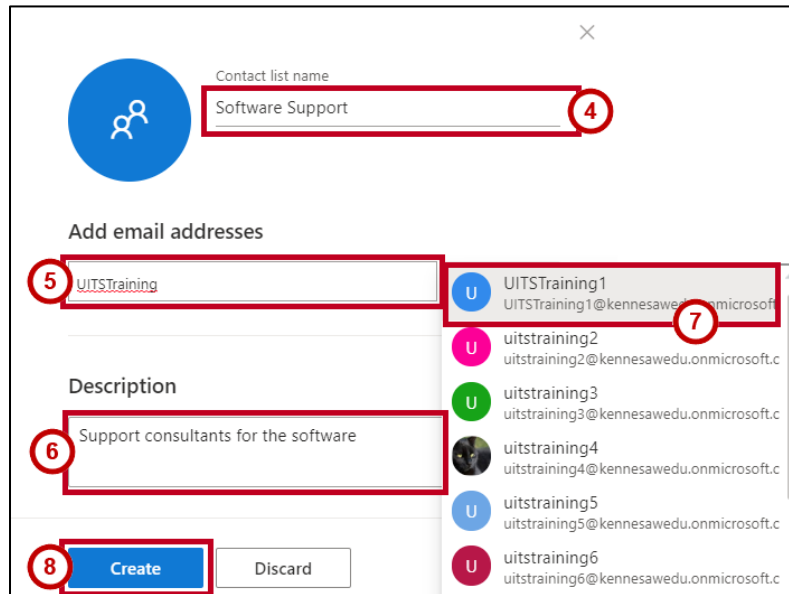


Figure 6 - New Contact List