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).
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](image)

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](image)
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](image)

### 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](image)
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).