

Microsoft Outlook – Contact Views



Contact Views.

It is possible to view your contacts in a variety of different views, each of the views display a different level of detail.

A useful view is the By Category, if you have a large amount of contacts, you are able to group the contacts by category making it easier to find a contacts address card.

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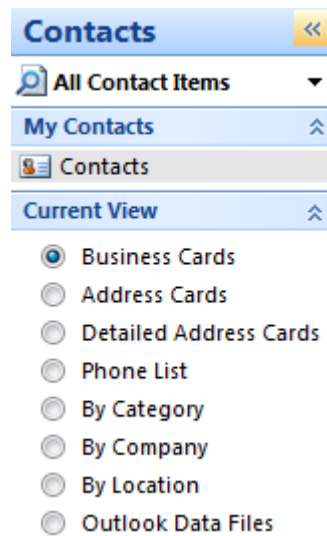


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Selecting Views.

From the Contacts Bar, select the require View,

Business Cards, Address Card etc



Creating a Custom View / Defining a View.

If the built-in views do not display your required field details it is possible to create your own custom view.

1. From the **View** menu select **Current View** → **Define View**.

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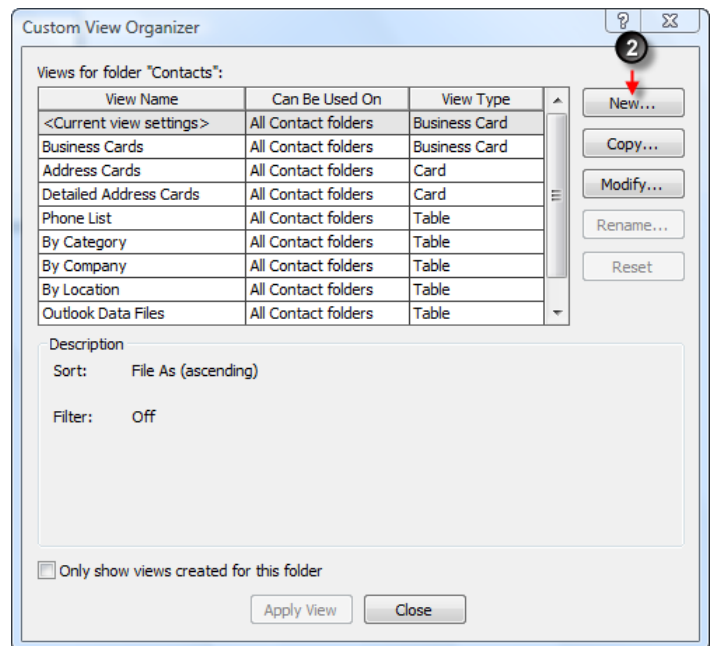
2. Select the One Of the Following options:

New: Create a View.

Copy: Copy an existing view and modify the required fields.

Modify: Modify one of the default views.

There are various other options that you can apply to a view (Formatting, sorting, Grouping and Filtering).





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