

Microsoft Outlook – Contacts



Contacts.

Outlook Contacts is an electronic address book, a wide range of information about your contacts can be stored, amended, Printed and shared with others.

The Contact card is made up of several sections:

General: This section is the most common used, this section stores the day-to-day key information about your contacts, (Name, Telephone, Email etc).

Details: Addition information, (Birthdays, Anniversaries, Managers name etc).

Activities: Displays the Activities page for the contact, the Activity area provides a tracking tool that stores information from other areas of outlook related to the contact such as email messages.

Certificates: Digital ID used to send encrypted mail messages. Additional configuration will be necessary before this feature can be used.

All Fields: Displays all the fields for the contact, allows easy access to edit the contact details.