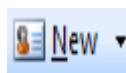


Microsoft Outlook – Creating-a-New-Contact-Card



Creating a New Contact Card.

1. Select the **New** icon from the Outlook toolbar.

A screenshot of the Microsoft Outlook 'New Contact' dialog box. The window title is 'Untitled - Contact'. The ribbon includes 'Contact', 'Insert', 'Format Text', and 'Add-Ins'. The 'Contact' ribbon has several groups: 'Actions' (Save & New, Send, Delete), 'Show' (General, Certificates, Details, All Fields, Activities), 'Communicate' (E-mail, Meeting, Call), 'Options' (Business Card, Follow Up), 'Proofing' (Spelling), and 'OneNote' (Contact Notes). The main form area has sections for 'Full Name...', 'Company:', 'Job title:', 'File as:', 'Internet' (E-mail, Display as, Web page address, IM address), 'Phone numbers' (Business, Home, Business Fax, Mobile), and 'Addresses' (Business, This is the mailing address). A red arrow points to the 'Full Name...' field, and a circled '1' is next to the 'Job title:' label. Another red arrow points to the 'Business...' dropdown in the 'Addresses' section, and a circled '2' is next to the 'This is the mailing address' checkbox. A 'Notes' section is visible on the right side of the dialog.

A blank address card is displayed, choose the appropriate fields to and enter the contact details.

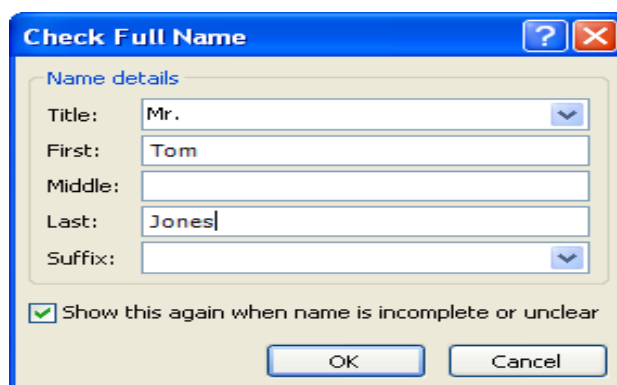
Displayed below and example of entering the contact name and Addresses.

Microsoft Outlook – Creating-a-New-Contact-Card

1. Entering the Contacting Name. Click on the **Full Name** button.

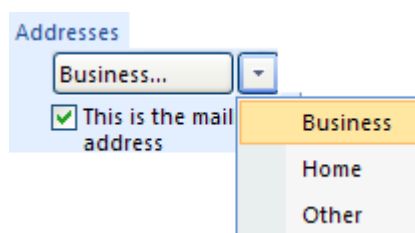
The **Check Full Name** form is displayed.

Enter the relevant contact details.

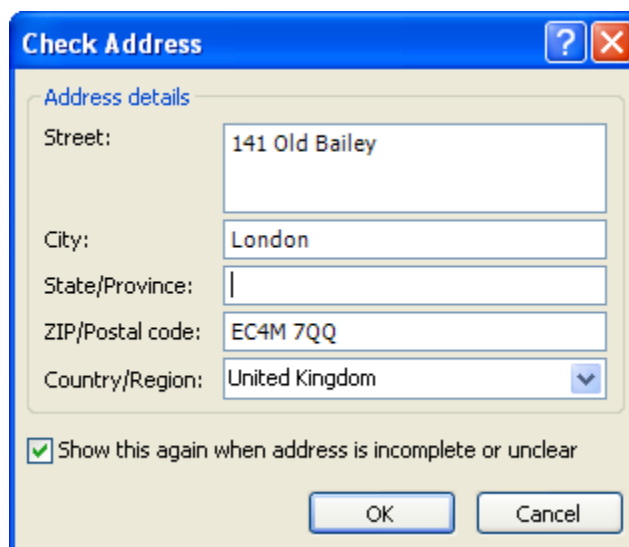


2. **Enter** the Contact Address.

Select the type of address. (Business, Home, Other).



Enter the Contacts address details and click **Ok**.



Once all the details have been entered for the Contact, click **Save & Close**.



Microsoft Outlook – Creating-a-New-Contact-Card



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Preview: Completed Address Card

The screenshot shows the Microsoft Outlook interface for a contact named Tom Jones. The contact card is titled "Tom Jones - Contact". The interface includes a ribbon with tabs for "Contact", "Insert", "Format Text", and "Add-Ins". The contact details are as follows:

- Personal Details:** Full Name: Mr. Tom Jones; Company: XYZ LTD; Job title: HR; File as: Jones, Tom (XYZ LTD).
- Internet:** E-mail: tom.jones@xyz.co.uk; Display as: Tom Jones; Web page address: www.xyz.co.uk; IM address: (empty).
- Phone numbers:** Business: 020 7345 5555; Home: (empty); Business Fax: (empty); Mobile: 07812 121212.
- Addresses:** Business: 141 Old Bailey, London, EC4M 7QQ. This is the mailing address.

On the right side of the contact card, there is a preview of an electronic business card for Mr. Tom Jones, XYZ LTD, HR, with contact information including work and mobile phone numbers, email, and address. A notes section is also visible at the bottom right.

1. **Key areas:**

1. Contact's primary details: Name, Company, Job Title and File as.
2. Internet and Email details.
3. Phone numbers.
4. Contact addresses.
5. Electronic Business Card.
6. Additional notes about the contact.