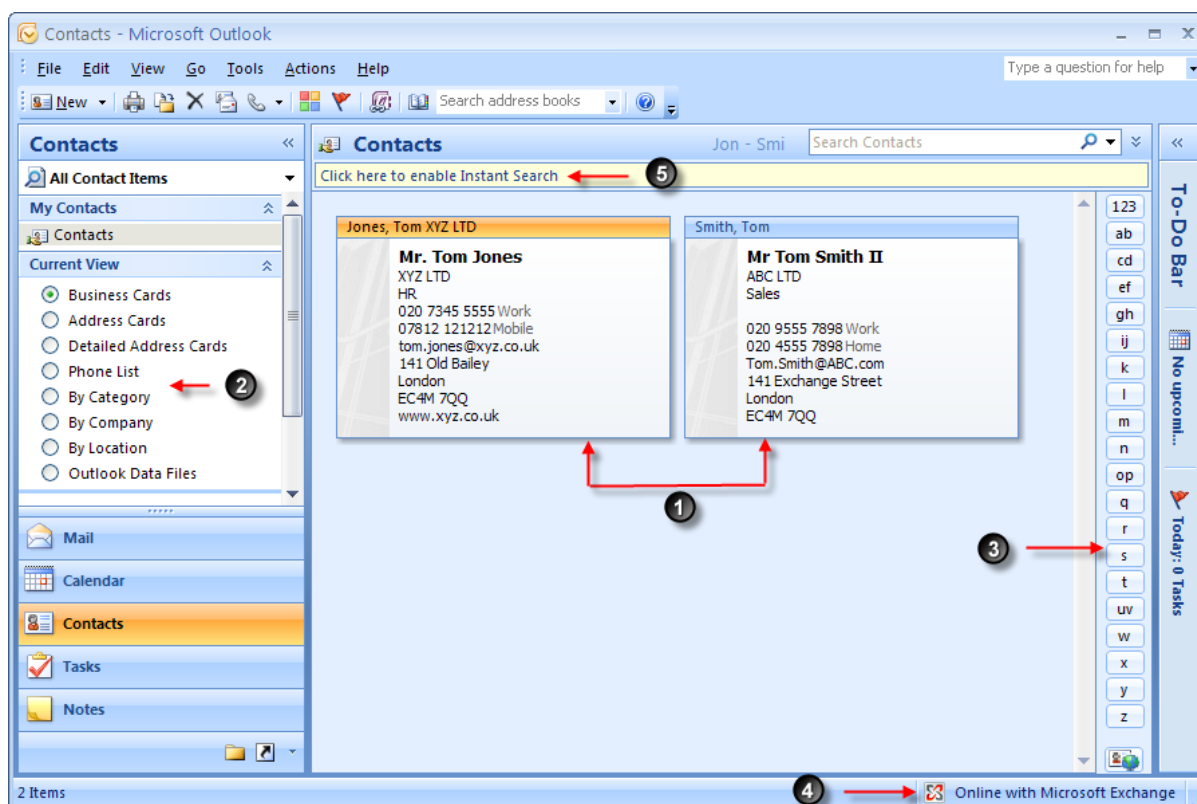


Microsoft Outlook – The Contact Screen



The Contact Screen.



1. **Address Cards:** Contacts Details.
2. **Views:** Switch between views to change the address cards display and details.
3. **Navigation Bar:** Address cards are stored in alphabetical order, select the letter required to locate the required address card.
4. **Status Bar:** Displays Outlook Status, (Online / Offline).
5. **Enable Instant Search:** If installed, you can search for email, documents and other files located on the computer.