

Address Books and Contacts

Microsoft Outlook Contacts provide a way to store commonly used email addresses. Contact information can also include mailing addresses, phone numbers and other personal data about particular individual.

Creating a Contact in the Contacts Folder

1. Choose **View, Go To > Contacts** from the menu.
2. Click the New button on the toolbar or press Ctrl-N.
3. Enter information about the individual as desired. To send email to this individual you must fill in the Email field.
4. Enter the name as you wish it to appear in the Contact list in the **File as:** field.
5. Click **Save and Close** on the toolbar to save your changes or choose File, Save from the menu and then close the new contact window.

Sending Messages Using the Address Book

If you would like to send a message using your Outlook address books, you can do so by one of the following ways:

- Create a new message, click the **To:** field to search for and select the contact you wish to send to, **or**
- Select a contact from your Personal Contacts and click the **Send mail to contact** button **or**
- In the Address Book search window, search for and select recipient, click the **Send mail to contact** button

Global Address List (GAL)

Your default address book will be the **Global Address List (GAL)**. Email addresses for all individuals who have an account on the Exchange server are stored in the GAL. The GAL is automatically available to you when using Outlook. The GAL can be searched even if you know only part, but not all, of an individual's name.

To search for UW-Extension staff and faculty, select **UW-Extension staff** from your list of address books.

Personal Contact Information

Please note that individuals not listed in the Global Address List, and contacts and colleagues not affiliated with UW-Extension or UW Colleges can be added to your own personal contact address book.

If you're not sure of the spelling (for example, you're not sure if their first name is John, Jon, or Jonathan), you can enter part of the name (Jo) in the First name field. It will automatically jump to the most likely name.

If you get multiple results with the same name, or you're not sure the person listed is the one you're looking for, right-click on a name, then select Properties to get more information.

Creating a Contact from the Email Message

You can create a contact quickly by selecting a message and dragging it to the **Contacts** folder. Also, when reading a message you can right-click the sender's name in the **From** field or on the InfoBar of the reading pane and choose **Add to Outlook Contacts** from the shortcut menu. This will open a new contact form with the sender's name and e-mail address already entered.

Changing a Contact's Information

1. Choose **View, Go to > Contacts** from the menu.
2. Double click the **Contact** entry name to be changed.
3. Update the contact's information as required.
4. Click **Save and Close** on the toolbar to save your changes and return to the Outlook window.

Deleting a Contact

1. Choose **View, Go to > Contacts** from the menu.
2. Locate and right-click on the contact entry to be deleted.
3. Choose **Delete** from the pop-up menu.

Using Distribution Lists

If you often send messages to the same group of people, it may be beneficial to use a **Distribution List**. Distribution lists are useful for managing groups of contacts, such as departments.

Once you set up a distribution list for a department, you can enter just the name of your department's distribution list instead of each department member's email address.

To create a distribution list:

1. First, click the **down arrow just to the right of the New button** on the menu bar (just below the File menu button).
2. The menu shown below will appear
3. Select **Distribution List**.
4. This will open a new window
5. For an existing distribution list, type in the name for the list in the **Name** field. To create a new list, click **Select Members to choose from** the GAL or your personal contacts.
6. In the "**Name**" field, type a name for your distribution list.
7. When you are finished, click **Save and Close** to exit.

You should now be able to send messages to your distribution list. To send a message to your distribution list, just open a new message and type your distribution list's name in the To field, or select the list name from your personal contacts.

Note the small + symbol to the left of the distribution list name. You can click the + symbol to "expand" the distribution list and see all names associated with this list. This lets you customize the list (delete individual names for that particular email message, for example).