



# Creating and Editing Contacts

## Objective

This document provides instructions on how to create contacts in Outlook 2013 (after your LAUSD mailbox has migrated to Office 365).

One of the most critical features of email is the ability to manage contacts, both existing and new. Outlook 2013 has several quick and easy features to help you in managing your contacts.

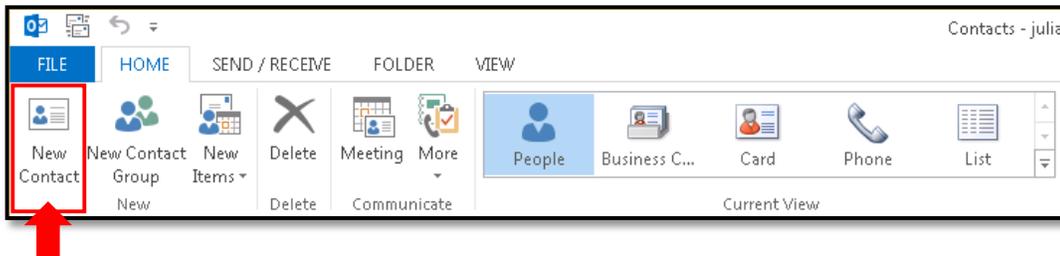
## Part 1 – Add a Contact

By default, every time you send an email Outlook saves any new addresses to your contacts. However, you may manually add contacts to your People list at any time.

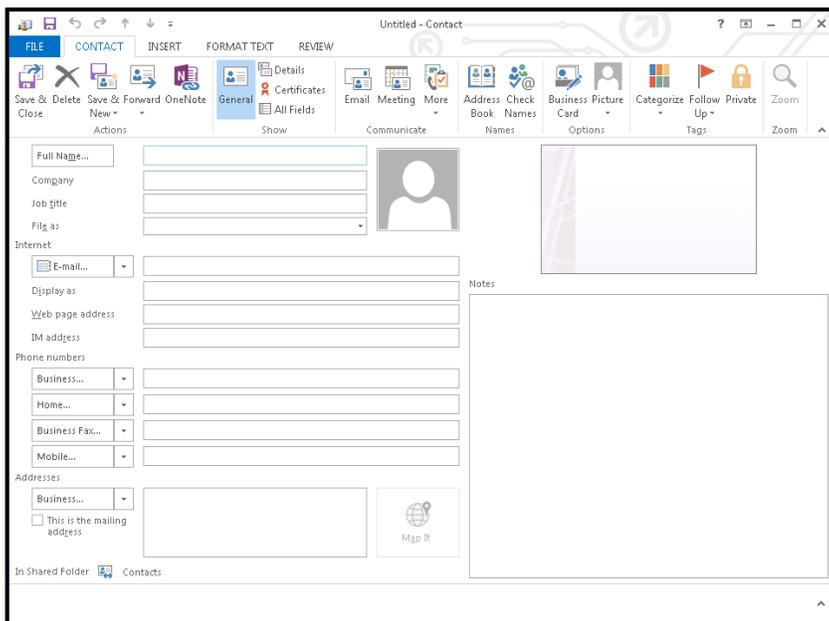
1. Click **People** in the bottom left corner.



2. Select the **New Contact** button in the upper left corner.



3. A blank Contact window opens.



4. Fill in the fields with the contact information you want to include with this contact. As you do, the contact information populates the contact card preview in the upper right corner.

Adam Ritter - Contact

FILE CONTACT INSERT FORMAT TEXT REVIEW

Save & Close Delete Save & Forward New OneNote

General Certificates All Fields

Email Meeting More

Address Book Check Names

Business Picture Card Options

Categorize Follow Up Private Tags

Zoom

Full Name... Adam Ritter

Company Valerio Elementary

Job title Facilities Manager

File as Ritter, Adam (Valerio Elementary)

Internet

E-mail... aritter@lausd.net

Display as Adam Ritter (aritter@lausd.net)

Web page address www.lausd.net

IM address

Phone numbers

Business... (818) 785-8683

Home...

Business Fax...

Mobile... (818) 555-1212

Addresses

Business... 15035 Valerio Street Van Nuys, CA 91405

This is the mailing address

Map It

Adam Ritter  
Valerio Elementary  
Facilities Manager  
(818) 785-8683 Work  
(818) 555-1212 Mobile  
aritter@lausd.net  
15035 Valerio Street  
Van Nuys, CA 91405  
www.lausd.net

Notes

In Shared Folder Contacts

Adam Ritter (aritter@lausd.net) No Items



**Tip:** The drop down arrows give you additional options. You may use the Tab button to advance from one field to another.

5. Once you have completed entering the contact's information, click the **Save and Close** button in the upper left corner.

FILE CONTACT INSERT FORMAT TEXT REVIEW

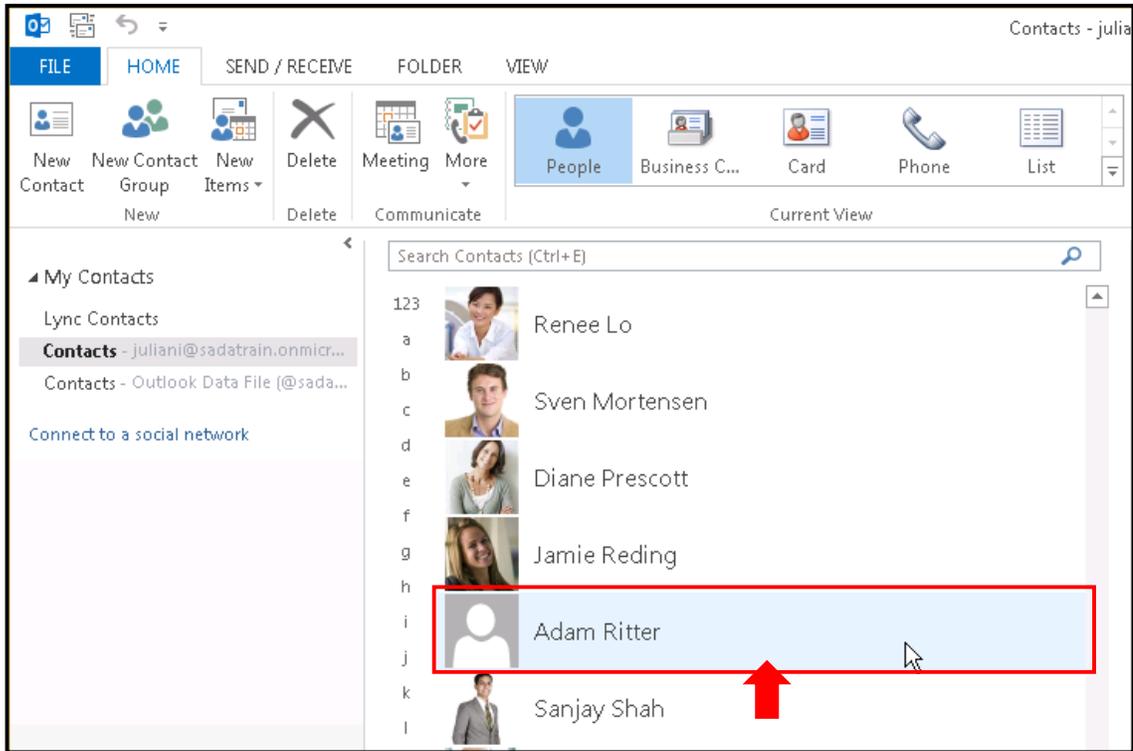
Save & Close Delete Save & Forward New OneNote

General Certificates All Fields

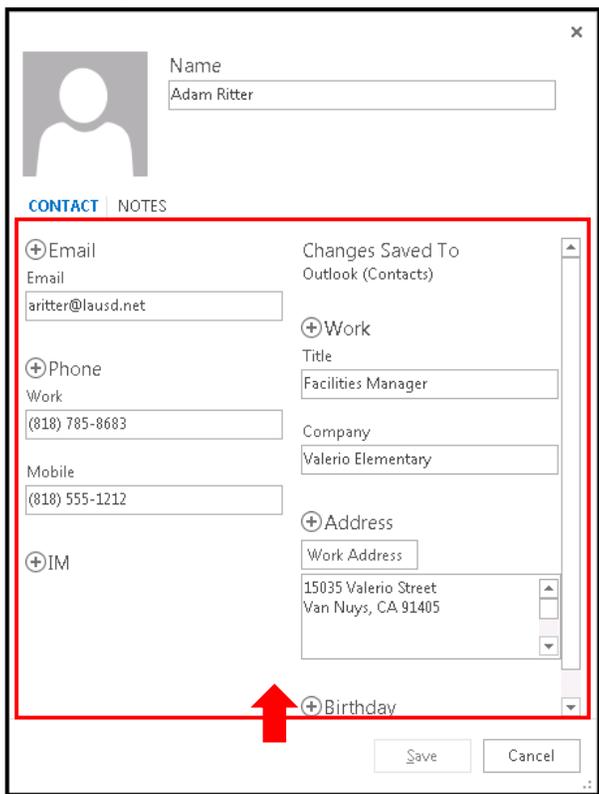
Show

## Part 2 – Edit a Contact

1. When you want to update a contact's information, double-click the contact in your contact list.



2. This opens the contact card in a new window. Make any necessary changes to the contact's information.





**Tip:** To open additional fields, click the ⊕ buttons.

3. Once complete, click the **Save** button at the bottom right corner of the box.

The screenshot shows a contact information form for Adam Ritter. The form is titled "CONTACT" and has a "NOTES" tab. The fields are as follows:

- Name:** Adam Ritter
- Phone:** Work: (818) 785-8683; Mobile: (818) 555-1212
- IM:** (None listed)
- Title:** Facilities Manager
- Company:** Valerio Elementary
- Address:** Work Address: 15035 Valerio Street, Van Nuys, CA 91405
- Birthday:** 6/26/2014

The "Save" button is highlighted with a red box, and a red arrow points to it from below.