# Creating Contacts in Outlook Web App

Objective

This document provides instructions on how to create and edit a contact in the Outlook Web App (after your LAUSD mailbox has migrated to Office 365). Contacts that you create in the Outlook Web App are shared with the Outlook desktop client and vice versa.
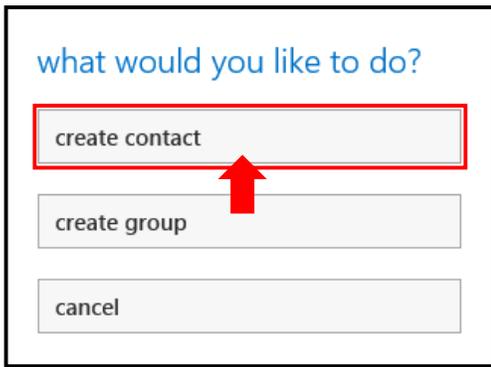
Part 1 – Create a Contact

1. Sign in to your Office 365 account at http://mailbox.lausd.net with your email address and password.

2. Click **People** on the blue navigation bar at the top.
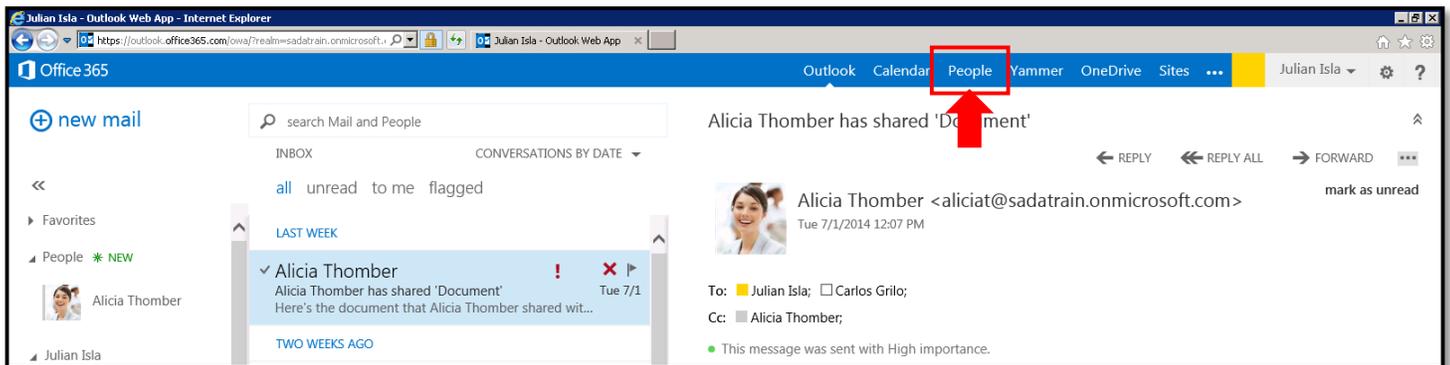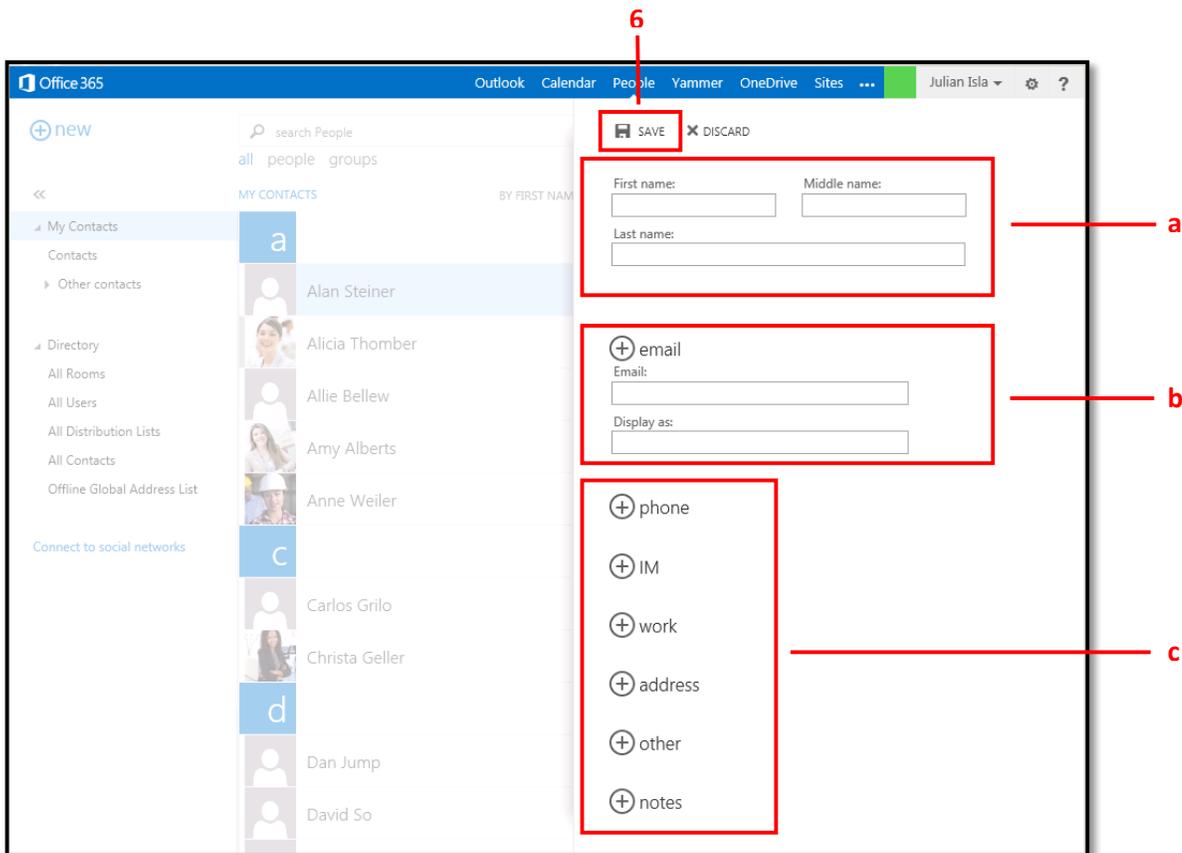

3. This opens your People view. Click the blue ⊕ **new** button in the top left corner.
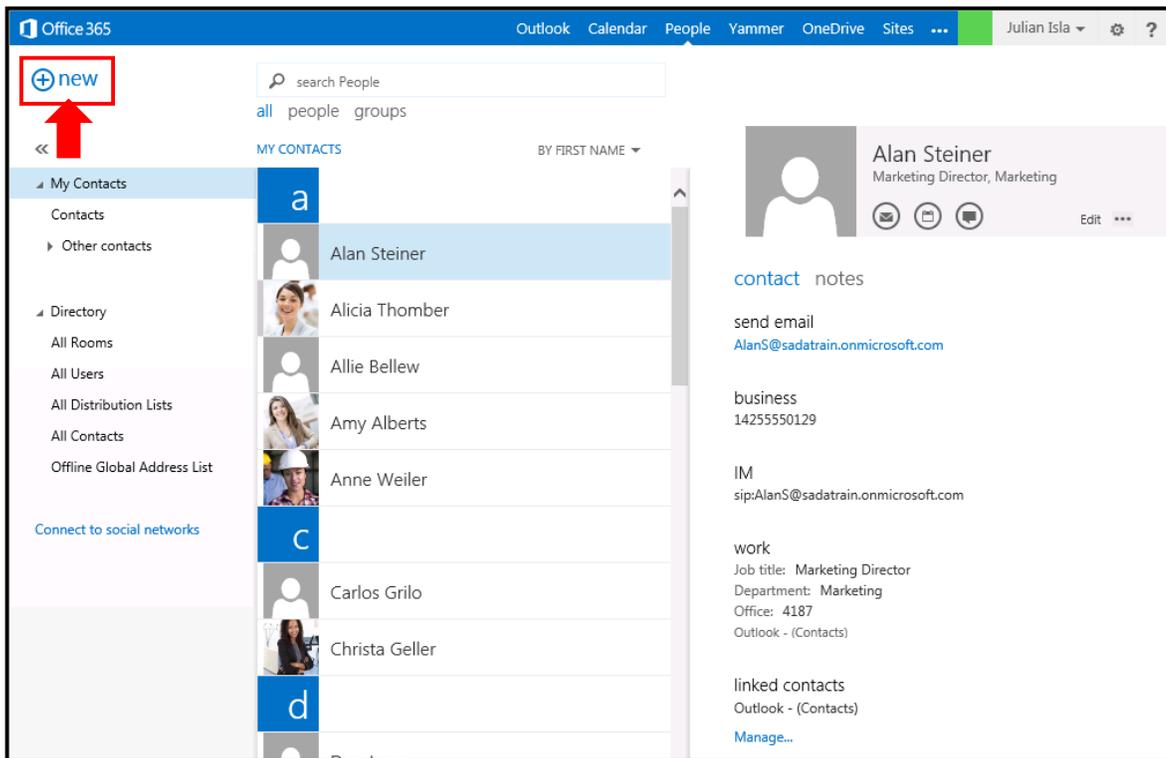
4. At the prompt, select **create contact**.

5. This opens the Contact screen.

a. Type the name of your contact in the name fields.

b. Type the email address of your contact in the **Email** field. If necessary, modify the Name (Email) format in the **Display as** field.

c. To add other contact points, click the ⊕ sign next to the form of contact information, and type in the value.

Tip: Use the Tab button to advance from one field to another.

6. Once you have completed entering the contact's information, click **Save** in the upper left corner.

7. The contact's profile is added to My Contacts, and the contact card displays the information you entered.
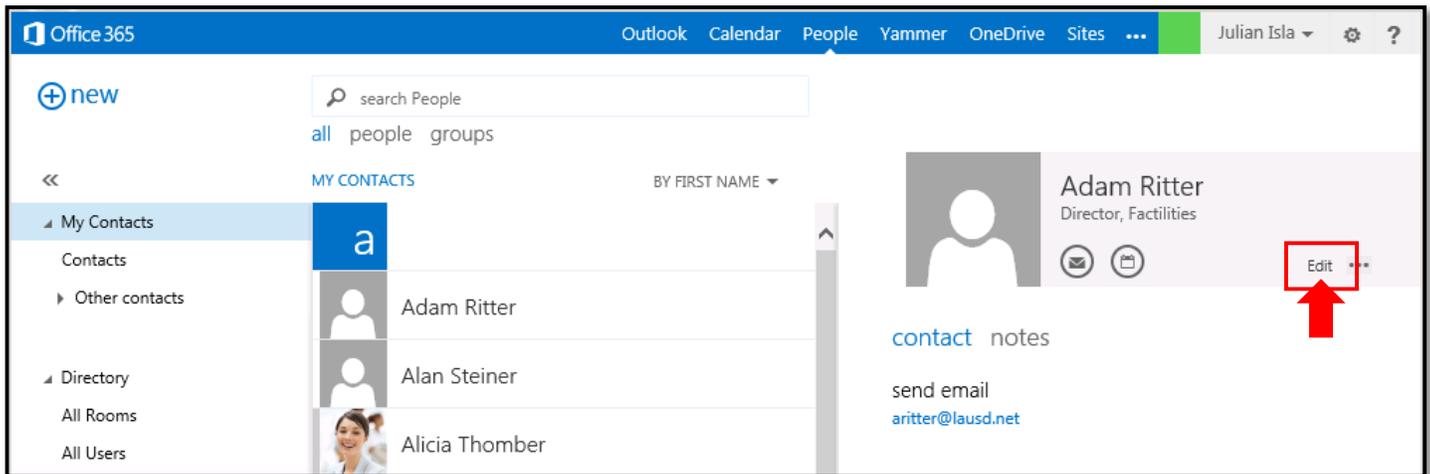

Part 2 – Edit a Contact
1. When you want to update a contact's information, select the contact in your contact list.

2. Click **Edit** on the right side of the contact card.

3. This opens the Contact screen. Make any necessary changes to the contact's information, and click **Save**.