

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 <u>http://mailbox.lausd.net</u> 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 \oplus **new** button in the top left corner.

1 Office 365		Outlook Calendar	People	Yammer OneDrive Sites 🚥 Julian Isla 🗕 💩 ?
⊕ new	search People all people groups MY CONTACTS	BY FIRST NAME 🔻		Alan Steiner
 My Contacts Contacts Other contacts 	Alan Steiner		^	Marketing Director, Marketing
⊿ Directory All Rooms All Users	Alicia Thomber			contact notes send email AlanS@sadatrain.onmicrosoft.com
All Distribution Lists All Contacts Offline Global Address List	Amy Alberts Anne Weiler			business 14255550129 IM
Connect to social networks	C C Carlos Grilo			sip:AlanS@sadatrain.onmicrosoft.com WORk Job title: Marketing Director Department: Marketing
	Christa Geller			Office: 4187 Outlook - (Contacts) linked contacts Outlook - (Contacts) Manage

4. At the prompt, select **create contact**.

what would you like to do?					
create contact					
create group					
cancel					

5. This opens the Contact screen.

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<c and="" connect="" conta<="" contacts="" networks="" social="" td="" to=""><td>Alan Steiner Alan Steiner Alicia Thomber Alie Bellew Amy Alberts Anne Weiler C Carlos Grilo Christa Geller Dan Jump David So</td><td>BY FIRST NAM</td><td>First name: Middle</td><td></td><td></td><td>— a — b</td></c>	Alan Steiner Alan Steiner Alicia Thomber Alie Bellew Amy Alberts Anne Weiler C Carlos Grilo Christa Geller Dan Jump David So	BY FIRST NAM	First name: Middle			— a — b

- 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 \oplus 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.

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∠ Directory	Alan Steiner				send ei	mail					
All Kooms All Users	Alicia Thomber				aritter@lausd.net						

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

SAVE X DISCA	ARD	
	First name: Adam Last name: Ritter	Middle name:
email		
aritter@lausd.net		
Display as:		
Adam Ritter (aritter@	Dlausd.net)	
Business: 213-241-5555		
⊕ IM		
+ work		
Director		
Department:		
Factilities		
Company:		
LAUSD		
L		