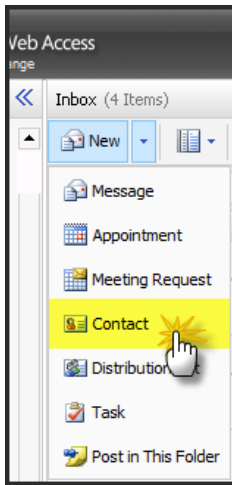


## Creating a Contact



From the Mail or Contacts tab in the task pane, click "New" and select "Contact."

A new window will open. This is where you will be adding your contact's information. There are a lot of fields that can be filled in. Feel free to add as much information as you would like, but the ones you must fill in are...

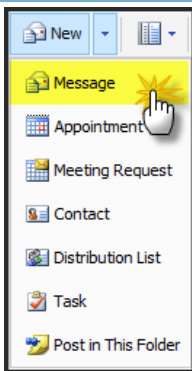
- First name
- Last name
- E-mail- note that as you fill in the e-mail field the "Display as" field fills automatically. You can change it if you wish.

Click the "Save and Close" button when you have added your information.

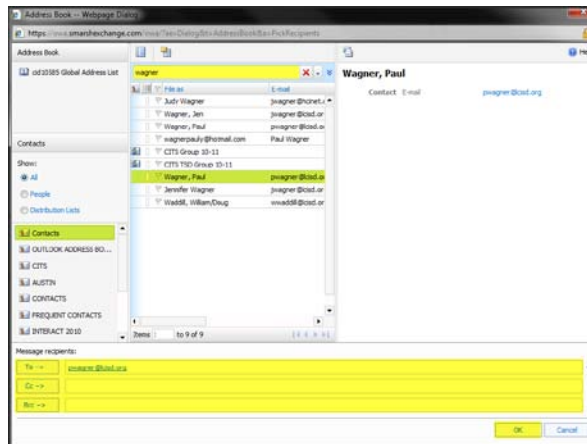
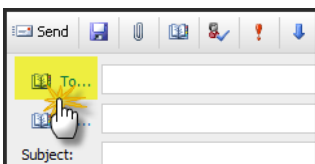
The contact you have created will be stored in the "Contacts" folder of your address book.

Once your contacts have been added you can create distribution lists to easily mail to a group. Refer to the "Creating a Distribution List" cheat sheet for help.

## Using Your Contacts to Send an Email



From the Mail or Contacts tab in the task pane, click "New" and select "Message." When the new message window opens, select "To."



Your address book will open. Follow these steps to select contacts to e-mail...

- Select the "Contacts" folder to search for your created contacts.
- Type the contact name into the search box.
- Highlight the contact you are looking for.
- Select "To", "Cc" or "Bcc" depending on how you want it addressed. Their name will appear in the corresponding field.
- Click "OK" to add those names to the email message.

