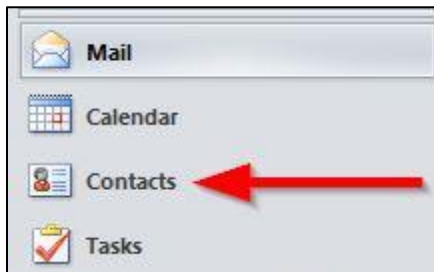


How to Add an Email Contact in Microsoft Outlook 2010

By Jen Heller Meservey

Outlook 2010 can keep track of the people you contact the most. When you add someone as a contact, you can quickly and easily send them emails, tasks and calendar invitations. Follow the steps below to add a new email contact.

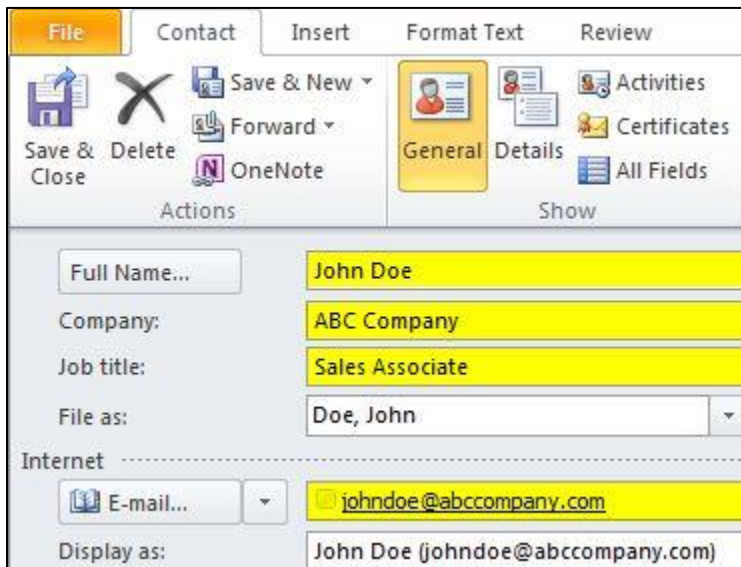
Step 1: Click **Contacts** on the left navigation pane, in the bottom left corner of the screen.



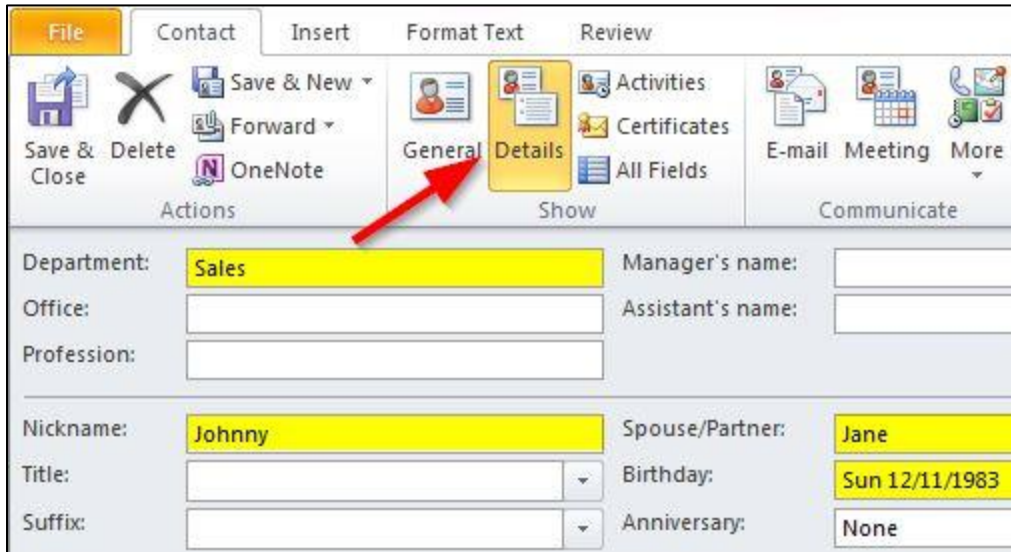
Step 2: On the Ribbon at the top of the screen, click **New Contact**.



Step 3: Enter the information for your new contact. Type in the text boxes to add general information like your contact's name, company, job title and email address.

A screenshot of the Outlook 2010 'New Contact' form. The 'File' tab is selected. The ribbon shows 'Contact', 'Insert', 'Format Text', and 'Review' groups. The 'Contact' group has 'Save & New', 'Forward', and 'OneNote' buttons. The 'Insert' group has a 'General' button. The 'Format Text' group has 'Activities', 'Certificates', and 'All Fields' buttons. The 'Review' group has a 'Show' button. The form has several text boxes: 'Full Name...' with 'John Doe', 'Company:' with 'ABC Company', 'Job title:' with 'Sales Associate', 'File as:' with 'Doe, John', 'E-mail...' with 'johndoe@abccompany.com', and 'Display as:' with 'John Doe (johndoe@abccompany.com)'. The 'Internet' section is also visible.

You can also click the **Details** button on the Ribbon at the top of the screen to add more specific information, like your contact's department, nickname, birthday and spouse.



Step 4: To save your new contact, click **Save and Close** in the top left corner of the screen.

