# Managing Contacts in Outlook

This document provides instructions for creating contacts and distribution lists in Microsoft Outlook 2007. In addition, instructions for using contacts in a Microsoft Word mail merge are included.

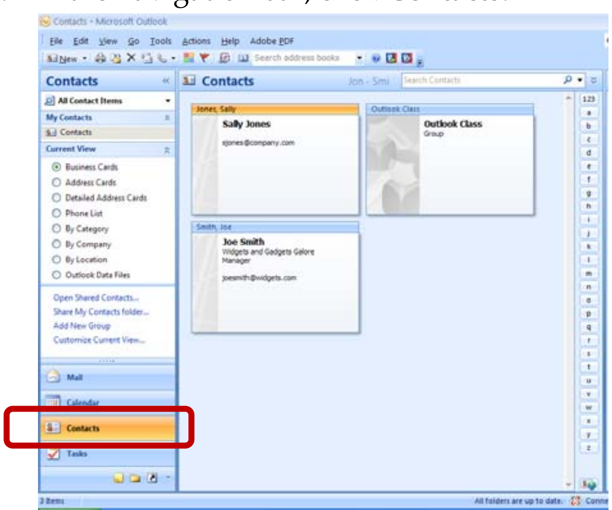
## Overview of Contacts and Distribution Lists

A contact is a person, inside or outside of your organization, about whom you can save several types of information, such as street and e-mail addresses, telephone and fax numbers, and Web page URLs. A distribution list is a collection of contacts. It provides an easy way to send messages to a group of people.

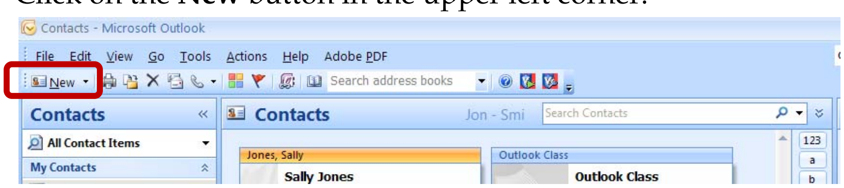
## Creating a Contact

New contacts can be created by typing information directly into a contact form.

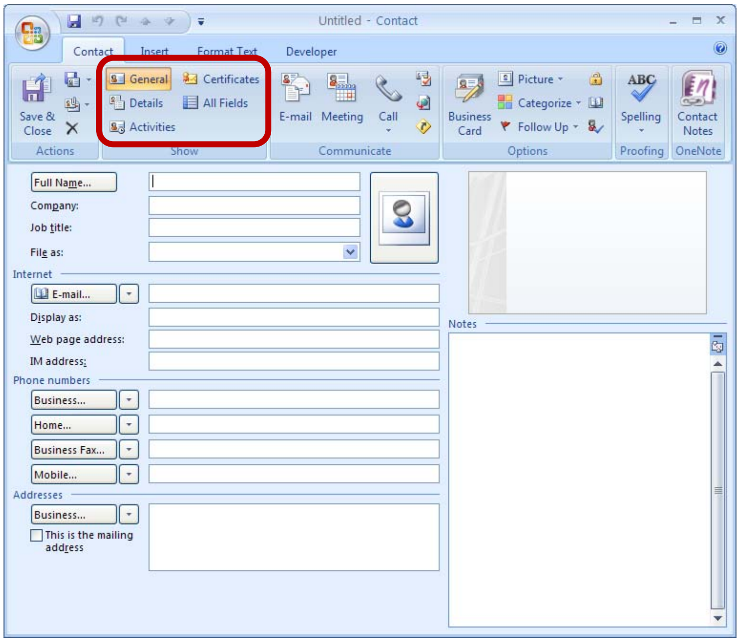
1. In the navigation bar, click **Contacts**.



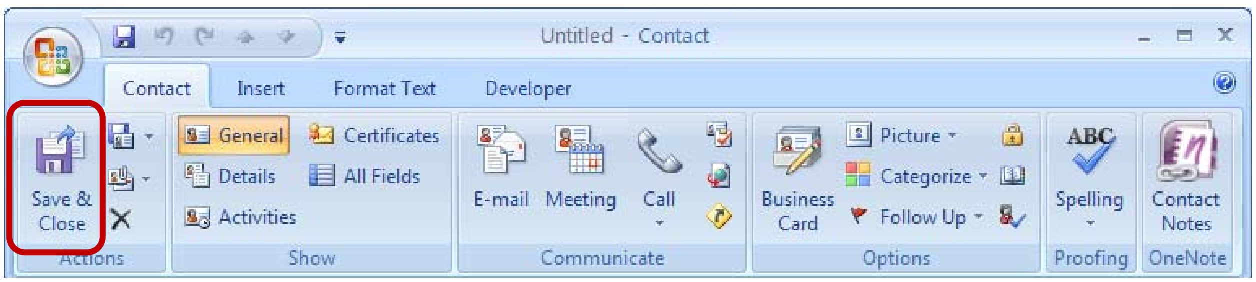

2. Click on the **New** button in the upper left corner.



3. Enter the information that you want to include for that contact.  Note that there are more fields on additional pages.



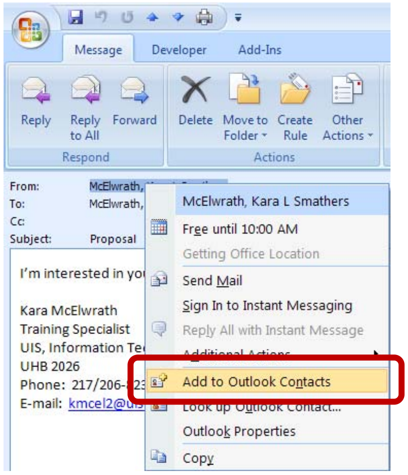

4. Click **Save & Close** when finished.



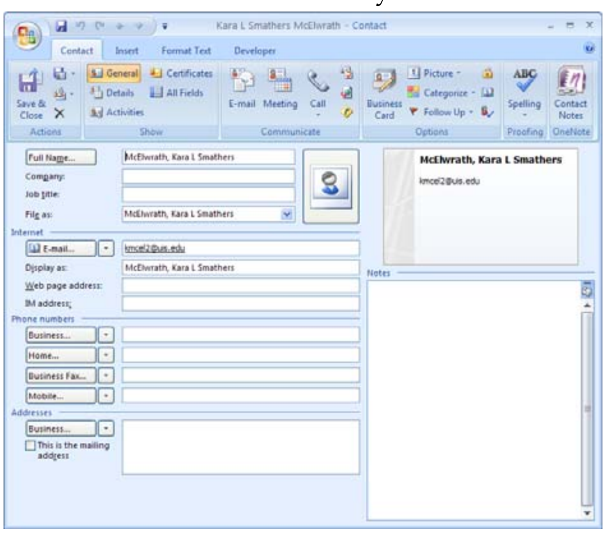

New contacts can also be created from an e-mail message that you receive.

1. Open the e-mail message that contains the name that you want to add to your contact list.

2. **Right-click the name of the sender** who you want to make into a contact, and then click **Add to Outlook Contacts** on the shortcut menu.



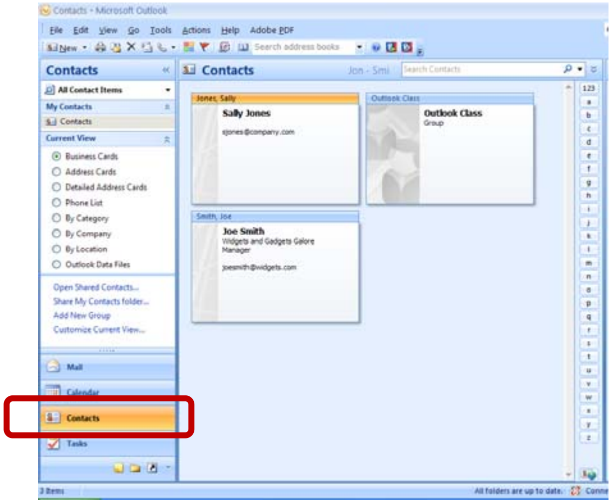

3. A contact form is created for you with basic information already filled in.



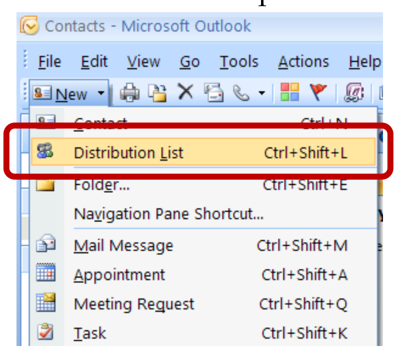

4. Click **Save & Close** when finished.

# Creating a Distribution List

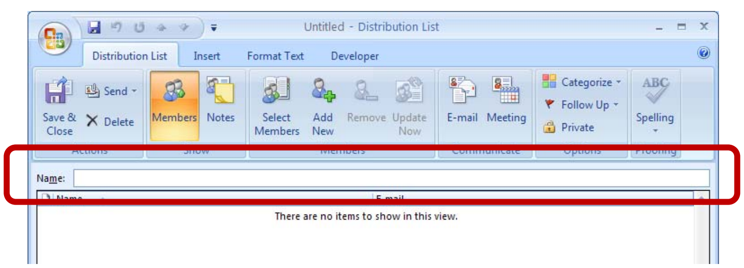
1. In the navigation bar, click **Contacts**.



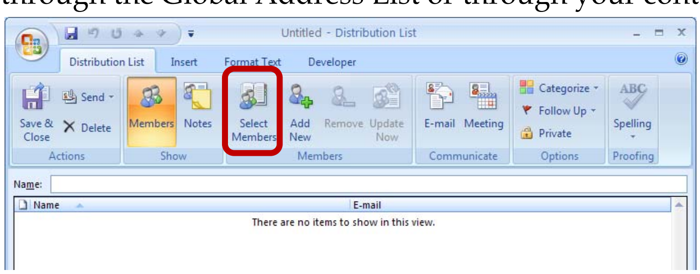

2. Click the small dropdown arrow next to the **New** button and choose **Distribution List**.



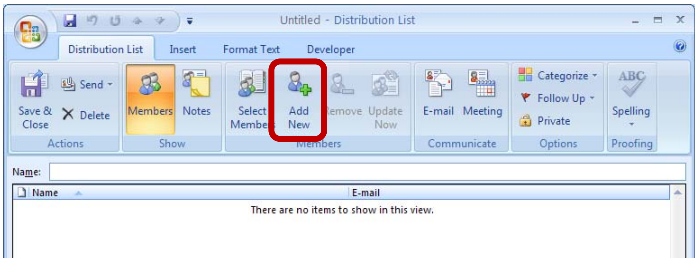

3. Enter a name for the distribution list.



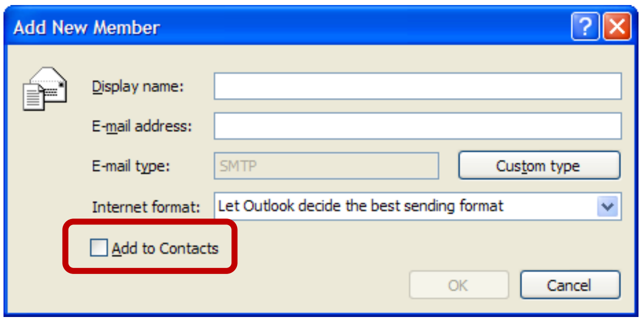

4. To select members from existing contacts, click **Select Members**. You can then browse through the Global Address List or through your contacts.



5. To add members that are not part of an address book, click **Add New**.




Fill in the information, as needed. Check the box to add the member as a contact, if desired.

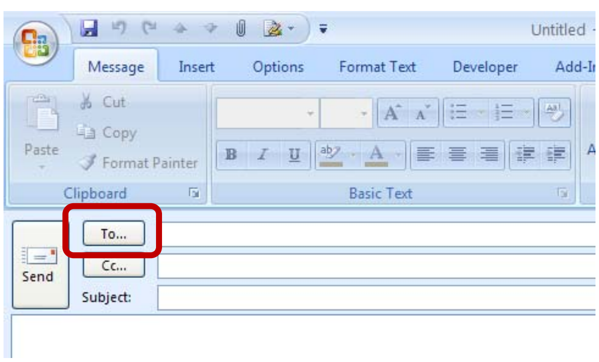



6. Click **Save & Close** when finished.

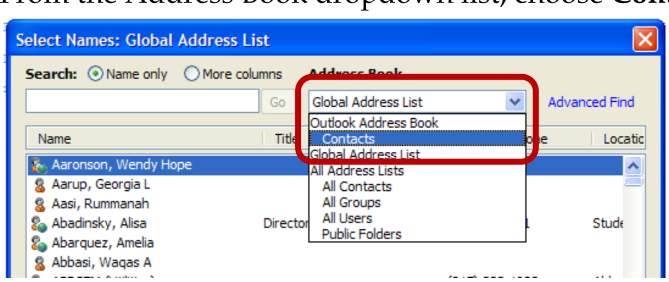
## Using Contacts and Distribution Lists when Creating Messages

Once contacts and distribution lists have been created, they can be used to quickly fill the To… part of an e-mail message.

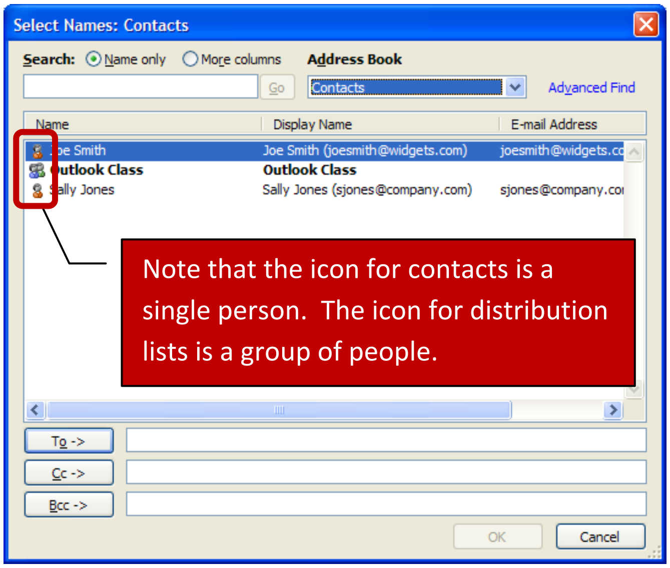
1. Open a new message form.
2. Click on the **To…** field.



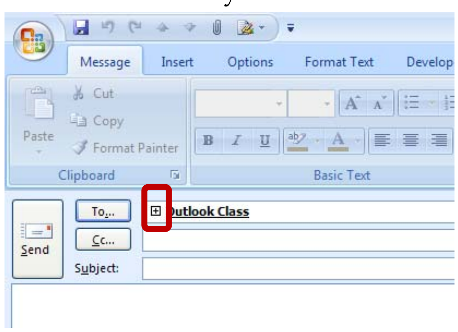

3. From the Address Book dropdown list, choose **Contacts**.



4. Select the contact(s) and/or list(s) that you want to send the message to and then click **To**, **Cc**, or **Bcc** as appropriate. Click **OK**.




5. If you selected a distribution list, you can click the plus sign (+) to see each member listed individually.

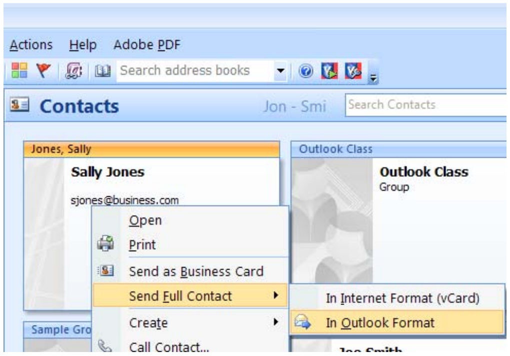


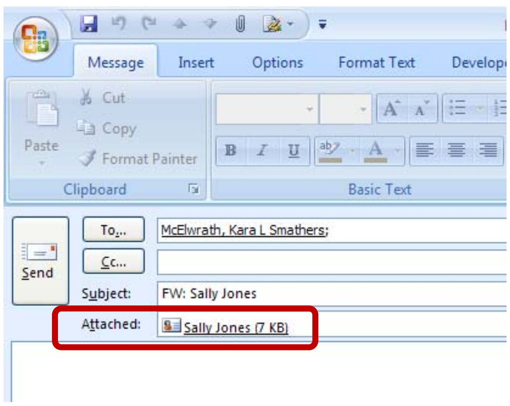

Individual members can be removed from the To… line if you don't want to send the message to all group members.

## Managing Contacts and Distribution Lists

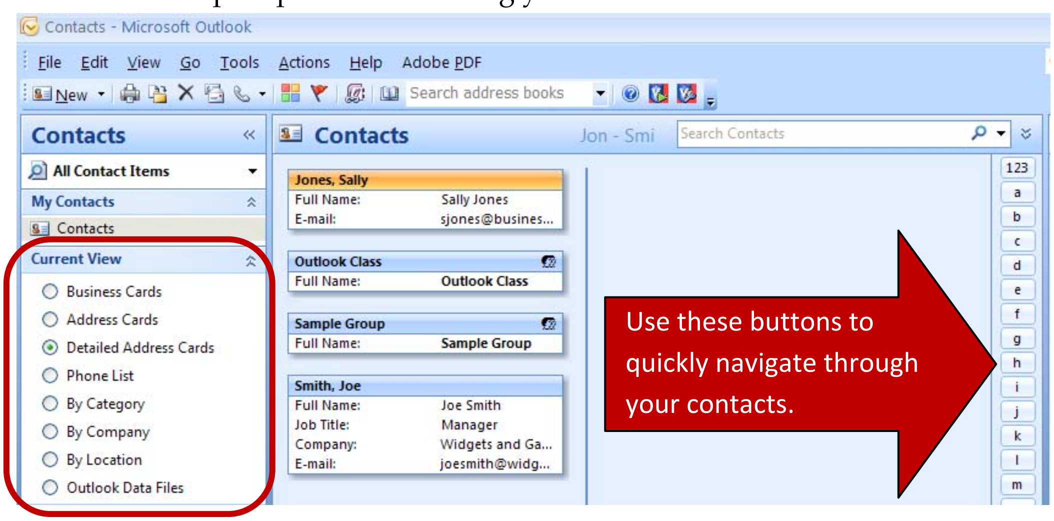
Changes can be made to contacts and distribution lists at any time.

1. To edit, **double-click** on the item and make changes as needed.
2. To delete, **right-click** the item and choose **Delete**.
3. To send the contact to another Outlook user, **right-click** the item and choose **Send Full Contact**, and then choose **In Outlook Format**.



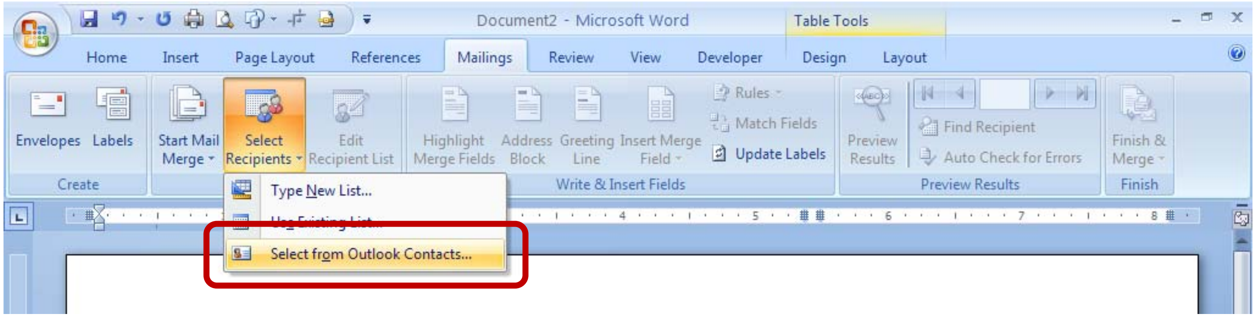

4. There are multiple options for viewing your contacts.



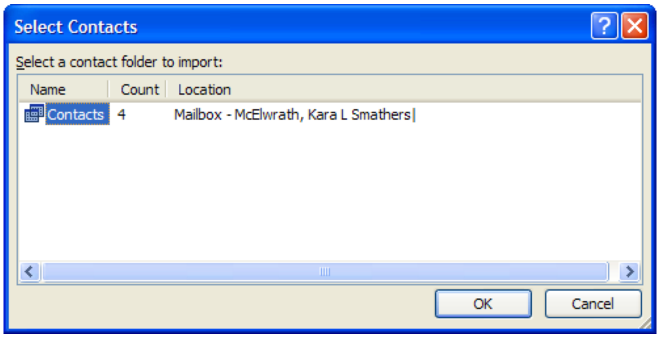

## Using Contacts as the Data Source in a Mail Merge

Contacts can be used as the data source when creating a mail merge document in Microsoft Word, such as when creating form letters or address labels.

1. When selecting the recipients of a mail merge, choose **Select from Outlook Contacts**.




2. Select the appropriate contact folder and click **OK**.




3. Select the contacts you want to include in the merge and click **OK**.