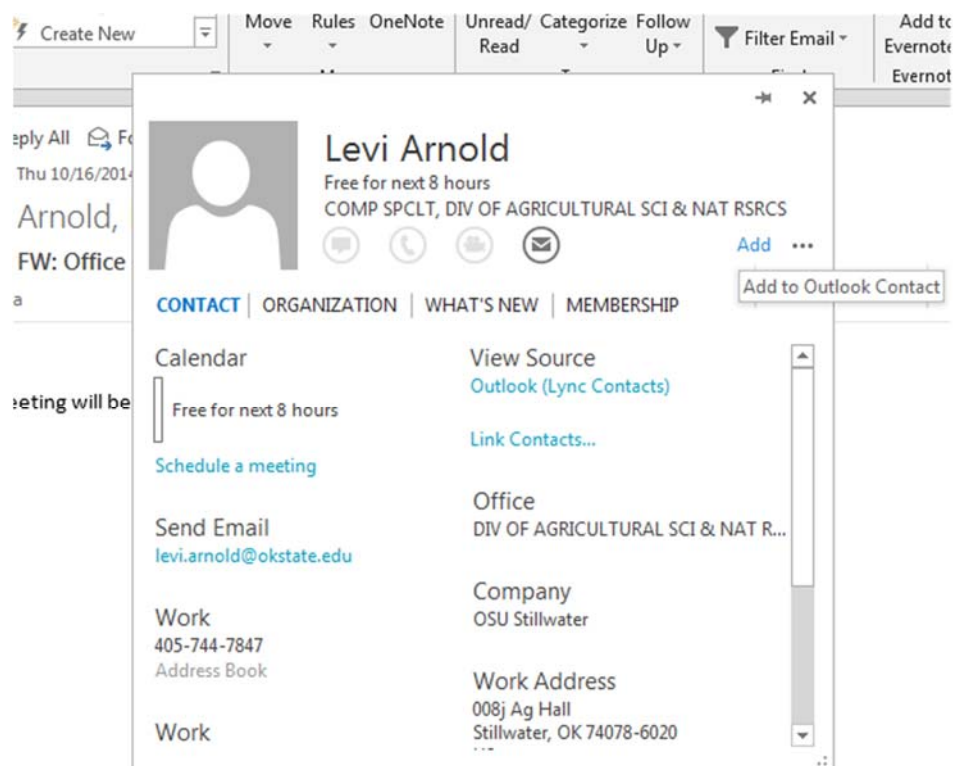
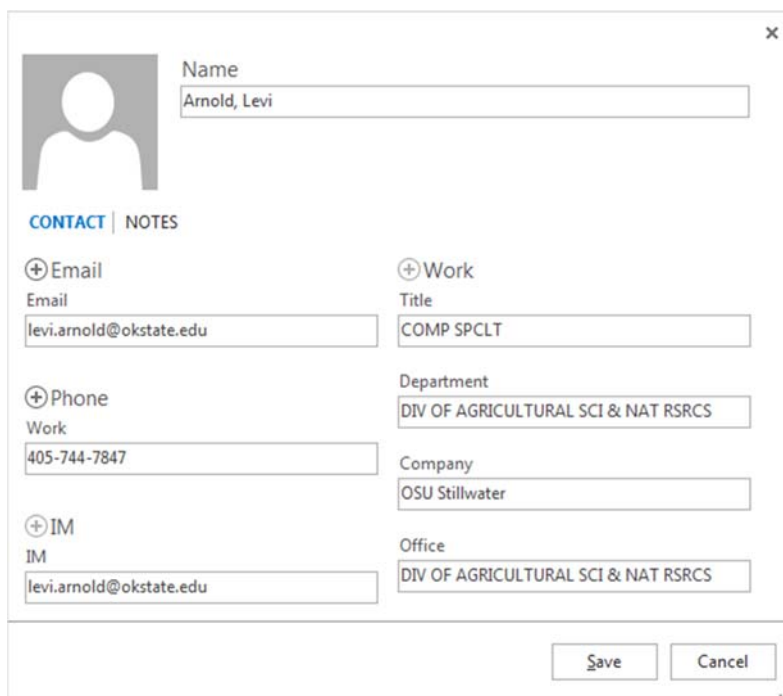


# CREATING CONTACTS IN OUTLOOK 2013

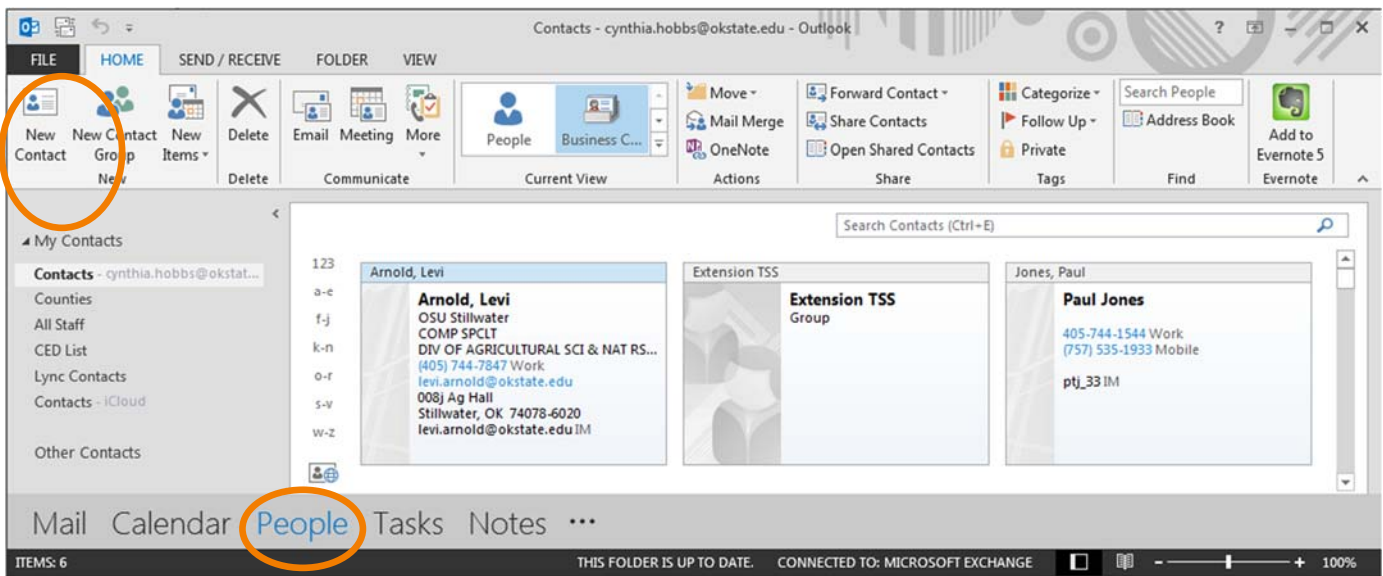
When you receive an email from someone you would like to add to your contacts you can double click on their name and select “Add”.



This brings up the contact add page which you can modify to suit your needs. You can insert their name, company, phone numbers and other personal information as needed.



To create a New Contact, click on the “People” Tab in the bottom left corner of Outlook (This used to be labeled “Contacts”). Then select “New Contact”



From here you can enter the contact's information and click “Save & Close”

