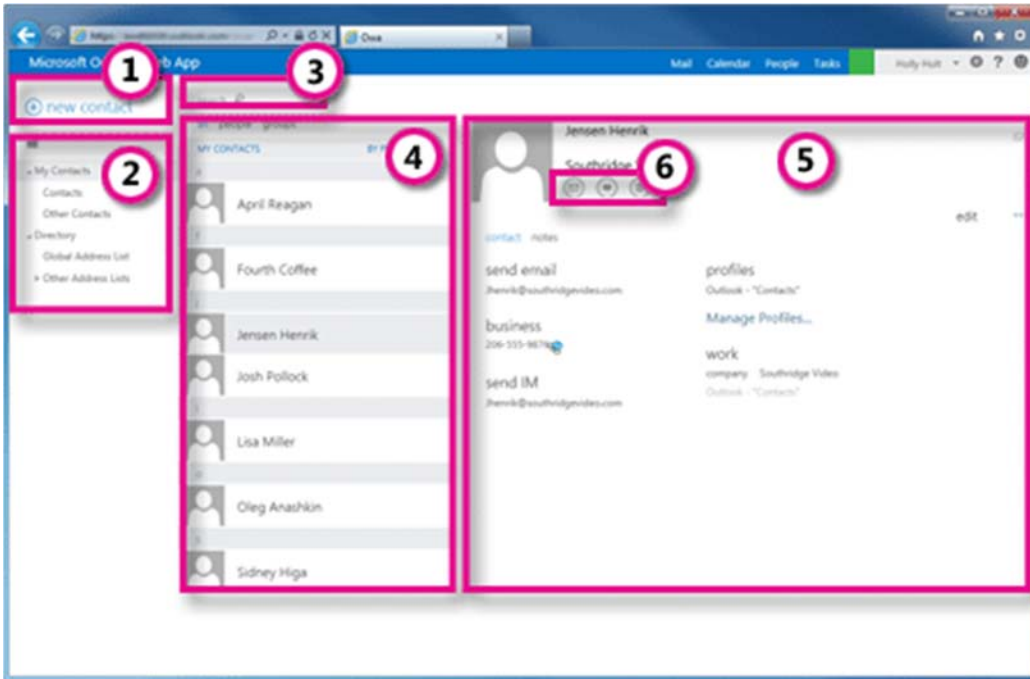


[How to add a contact in Outlook Web Access.](#)

People is where your personal contacts are stored and where you can view any address books that have been set up for your school.

What you'll see in People



1. Create a new contact by selecting **+ New Contact**.
2. All the places you can find contact information.
3. Search. Type a person's name here to search for them in your contacts and in your organization's address book.
4. List of all contacts in the current folder.
5. The contact card for the selected person.
6. Actions you can take directly from the contact card. Select the icons to send a message, start an IM session, or create a meeting request.

Create a new contact


To create a contact, select the folder under My Contacts that you want to create the contact in, then select + Contact and select Create contact.

 SAVE  DISCARD

First name:

Middle name:

Last name:

 email

Email:

Display as:


 work

 address

 other

 phone

 IM

 notes

This will open a blank contact form. Fill in any details that you want. Select the + icon to see more options for that type of information. For example, if the person you're adding to your contacts has multiple phone numbers, select the + next to Phone to add phone numbers.

When you're done, select **Save** to save your changes or **Discard** to cancel.