



**ANANGU EDUCATION SERVICES**  
( Ernabella Office )

**OUTLOOK 2000**

**FS – MSO2**

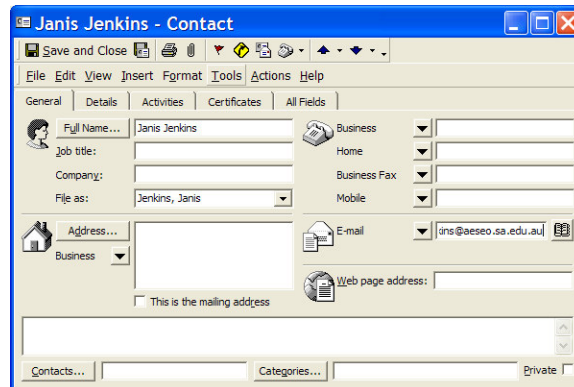
**ADDING EMAIL ADDRESSES TO CONTACTS**

**DATE: 23/9/03**

1. Open Microsoft Outlook



2. Click to open the Contacts icon in the Outlook shortcut bar or Click to open Contacts in the Folder list.
3. Click on New on the Toolbar shortcut (top left hand corner)



4. Enter the Full Name details of the person or business
5. Enter the email address in the email box

6. Other information can be added eg Address however this is not necessary for saving email addresses.
7. Click the Save and New button if you want to add other email addresses or Click the Save and Close if you have finish
8. The new Contact will appear in your Contact list
9. To use the new address you can
  - i. Either click on the To: box which will bring up the Contacts list and select the Contact you want to send an email to
  - ii. Type in the name of your contact eg Keith Outlook will look for a best match with that name.
  - iii. Once found the name will be displayed – underlined (E-mail) displayed
  - iv. If Outlook cannot find a match the name it will not be underlined and you may need to select the name by clicking the To: box or conversely Outlook will prompt you to select a name.

