


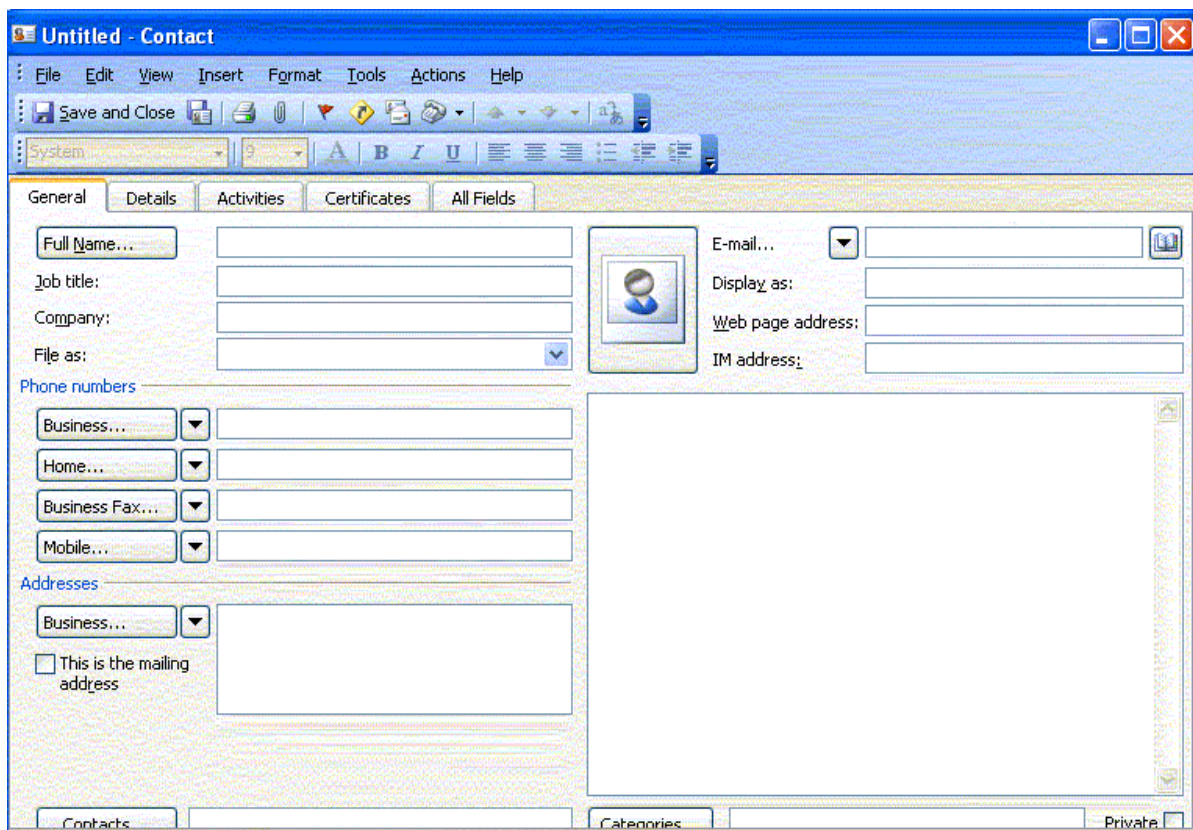
How do I create a contact?

Contacts can be created by adding a new item or from an e-mail message.

Creating a New Contact

1. Open a new contact dialog box using one of these methods. Click the **New** down arrow icon,  and click **Contact**.

- a. Click **File > New Contact**.



2. Type the **information**. The buttons, such as **Full Name**, may be clicked to display more information.
3. Click **Save and Close**.

Creating a Contact from an E-mail Message

1. **Open a message** received from the person being added to Contacts.
2. Right-click their **name**.
3. Left-click **Add to contacts**.