

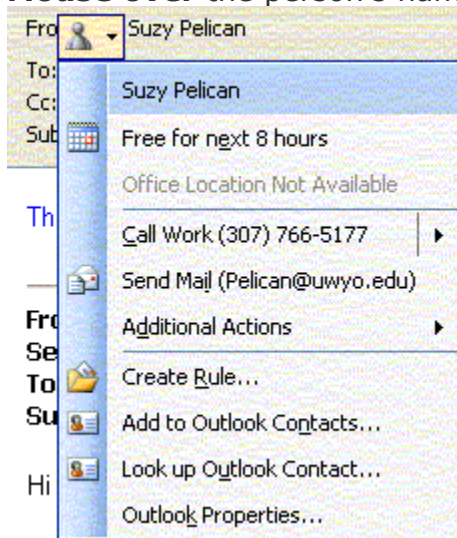
What is a personal name smart tag and how is it used?

Smart tags are used in all the Microsoft Office programs. They provide "...choices for enhancing content and layout...". Outlook includes a Personal Name smart tag that is used for the following actions.

- Send an e-mail
- Schedule a meeting
- Open and edit a contact's information
- Add a person to Contacts

Use the Smart Tag

1. **Open** a message.
2. **Mouse over** the person's name. The *smart tag* displays.



3. Click the **down arrow** to display the available actions.
4. Click the **desired action**.