



HOW TO ADD CONTACTS IN MICROSOFT OUTLOOK

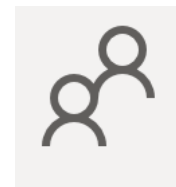
1

On a computer, use your internet browser to visit the website
www.outlook.live.com

If requested, sign into your Microsoft account.

2

Click on the **People** icon located in the lower left corner.



3

Click on **New Contact** located in the upper left corner.

New contact | ▾

4

Fill out the basic information such as the contacts First Name, Last Name and email address. Click **Create**.

Create

Note: If you are adding more than one email address for a single contact click **Add More**, then click **email address**.

+ Add more ▾

Almost there!

PAGE 1 of 2



5

Your newly added contact will be found in **All Contacts** located on the left side.



All contacts

6

To edit or add to a contact list, click on the coloured circle to the left of list name to make a check mark appear.

SL

SAMPLE LIST
Contact list



SAMPLE LIST
Contact list

Then, click on **Edit** near the top.



Edit

7

Make any necessary changes, click **Save**.

Save

You're all set. Time to create a contact list!

PAGE 2 of 2