# How to Add a Contact in Webmail

**School Sisters of Notre Dame**
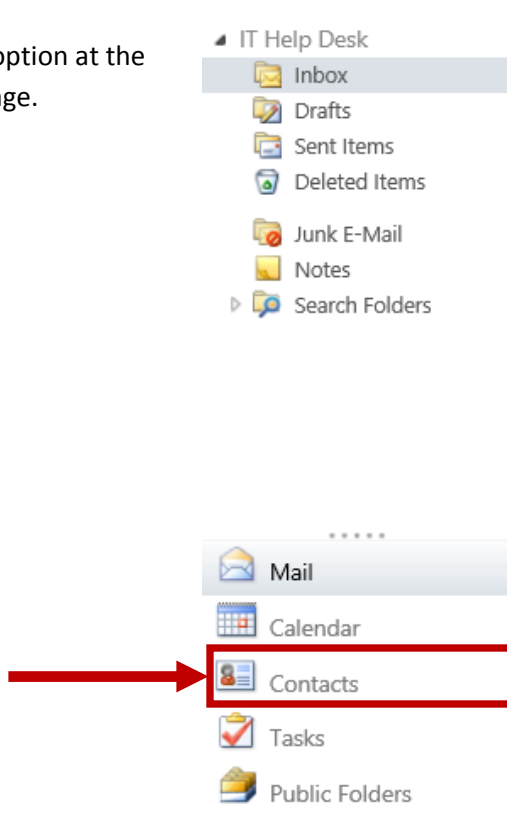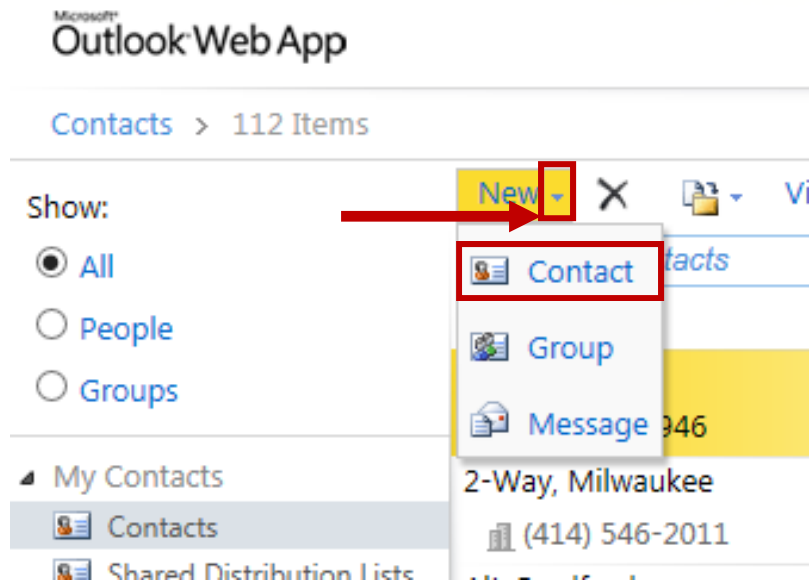**Central Pacific Province**

### Abstract

The Contacts folder is your personal e-mail address book and the place to store information (physical mailing address, e-mail address, telephone number, etc.) about family, friends, and others you regularly communicate with outside of our organization. The Contacts folder is your private list, separate from the Global Address List that contains everyone's e-mail address within our organization.

Provided by SSND CP IT Department

1. Select the **Contacts** option at the bottom left of the page.

- ◢ IT Help Desk
  - Inbox
  - Drafts
  - Sent Items
  - Deleted Items
  - Junk E-Mail
  - Notes
  - ▷ Search Folders

- Mail
- Calendar
- Contacts
- Tasks
- Public Folders

2. Select the arrow just to the right of New and select **Contact** in the pull down menu

Microsoft®
Outlook Web App

Contacts > 112 Items

Show:

New ▾ ✕

● All
○ People
○ Groups

- Contact
- Group
- Message 946

◢ My Contacts
- Contacts
- Shared Distribution Lists

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3. The Untitled Contact window will appear. You can fill in the details, including first name, last name, phone numbers, e-mail address, and any other information you'd like to include.

4. Click **Save and Close** once you finish filling in the details.

5. The individual will now be listed in the Contacts list.

Contact Last Name, Contact First Name
newcontact@domain.com

6. You can now e-mail the new contact by clicking their name. Once they are highlighted, click the New Message icon and start your message.

New ⏷  ✕  📇 ⏷  View ⏷  🔄                                    📧  📅  Forward

Search Contacts                                    🔍 ⏷  ⏷     **Contact Last Name, Contact First Name**

Arrange by File as ⏷  A on top                               **Contact** E-mail                 newcontact@domain.com

Contact Last Name, Contact First Name
newcontact@domain.com