

ADDING CONTACTS TO MS OUTLOOK

Purpose

MS Outlook does have what is called a “Type Ahead” feature. As you send/receive emails from individuals outside of SASD, MS Outlook records their email address so when you start to type, MS Outlook tries to anticipate who you are sending the message to and makes an attempt to narrow the search.

The Type Ahead information is stored on the local PC and not to the network; therefore, if your PC gets replaced for any reason that information leaves with your “bad” PC. The new PC does not have it.

For this reason it is highly recommended that if you have individuals that you regularly email that you create a MS Outlook contact for this individual. By doing this, you create a contact profile for this individual that IS stored on your MS Outlook Profile on the network. Once you create the individual contacts, if your PC is replaced you still have access to your contacts and you can still send emails to anyone that is outside of SASD.

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When should I add a person to my contacts?

You should add someone to your contacts if they are not a Sayre Area School District (SASD) employee. For example, I commonly send emails to other Tech Specialists in the IU, therefore I have these individuals added to my Contacts (see below):

	Deb Lutz	Canton School District	Lutz, Deb	<input type="checkbox"/> Work Related
	Diane Kline	Tussey Mountain School District	Kline, Diane	<input type="checkbox"/> Work Related
	Dr Brenda Freeman	Southern Tioga School District	Freeman, Brenda	<input type="checkbox"/> Work Related
	Jack Keifer	Coudersport Area School District	Keifer, Jack	<input type="checkbox"/> Work Related
	Jenn Kronenwetter	Troy School District	Kronenwetter, Jenn	<input type="checkbox"/> Work Related
	Kalen Honeyfield	Southern Tioga School District	Honeyfield, Kalen	<input type="checkbox"/> Work Related
	R. Scott Heckman	Tussey Mountain School District	Heckman, R. Scott	<input type="checkbox"/> Work Related

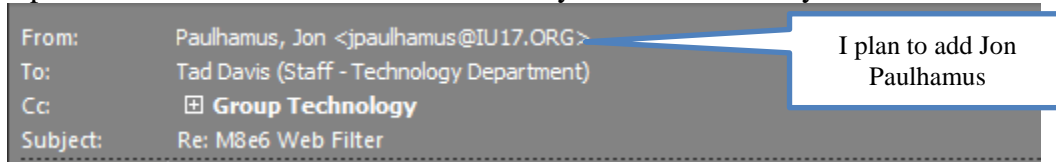
Who should you NOT add to your contacts?

You should not add a SASD employee or student to your contacts. Why – because all of the SASD employees and students are already in the SASD Outlook address book. This may cause problems because the address you have in your contacts may not match what is in the SASD Address Book.

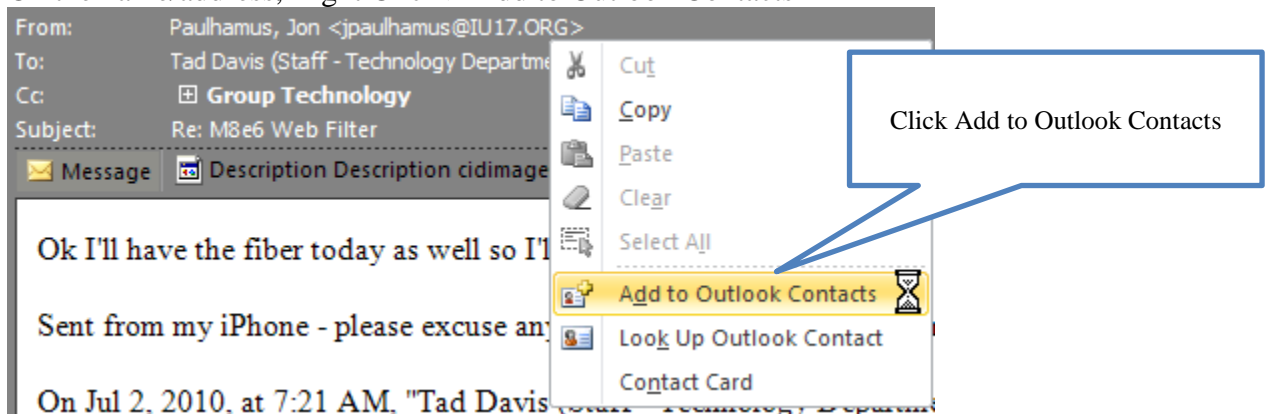
How to add someone to your contacts?

There are two ways to add someone to your contacts. The first example is based on if you receive an email from the individual.

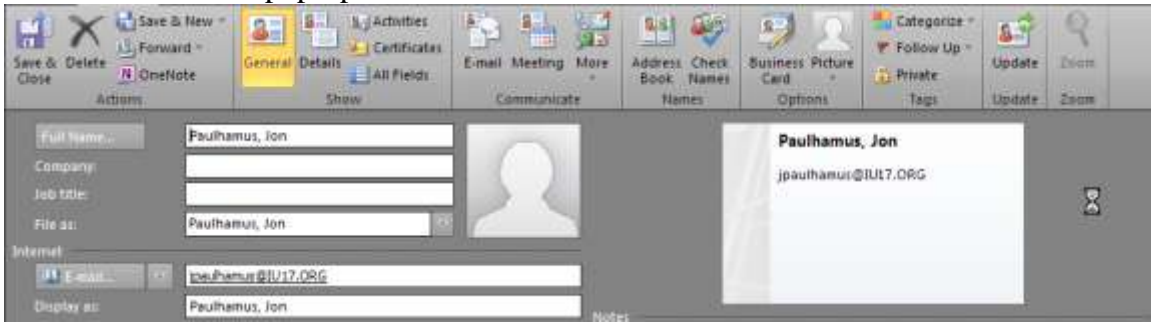
Open a received email from the individual you wish to add to your contacts



On the name/address, Right Click > Add to Outlook Contacts



A new window will pop-up that is the contact information for this individual.

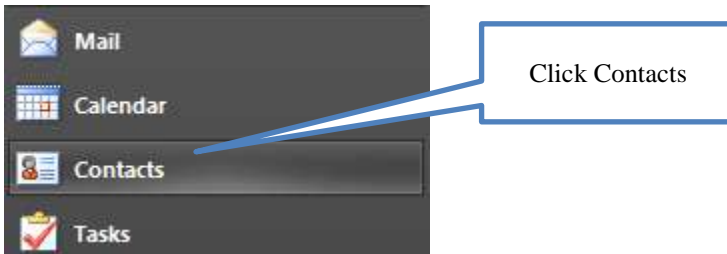


This will ONLY store information that was sent through the email – typically the Name and Email Address of the individual. If there is any additional information that you want to add to the contact, now is the time. Otherwise, click the Save & Close button at the top left.

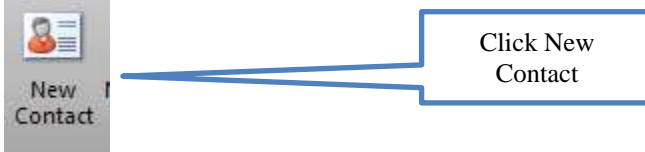
You now have this individual saved as a contact.

The second example is based on if you have not received an email but maybe a business card that has their email address listed or you are on the phone and you write down their email address.

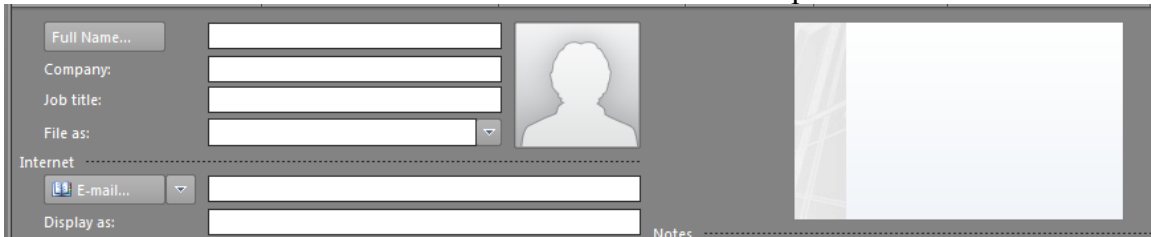
On the MS Outlook console there is a “Contacts” section, single left click Contacts




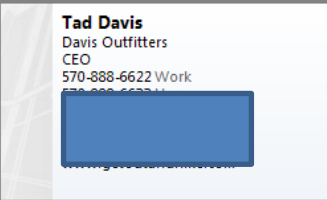
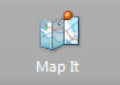
In the upper left corner, click New Contact



This is the same “Contact” screen that was in the above example but is blank.



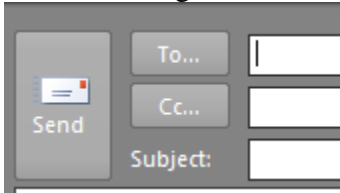
Add any information that you want for this individual; you have to have at a minimum their Name and Email address. You can add as much information as you wish:

Full Name...	Tad Davis		
Company:	Davis Outfitters		
Job title:	CEO		
File as:	Davis, Tad		
Internet			
E-mail...	tdavis@getoutandhike.com		
Display as:	Tad Davis (tdavis@getoutandhike.com)		
Web page address:	www.getoutandhike.com		
IM address:			
Phone numbers			
Business...	570-888-6622		
Home...			
Business Fax...			
Mobile...			
Addresses			
Business...	123 Main Street Sayre, PA 18840		
<input checked="" type="checkbox"/> This is the mailing address			
Notes			
You can add notes for this person if you want			
Birthdate: [REDACTED]			
Wife: [REDACTED]			
Anniversary: [REDACTED]			
Children: Heath, Joel, Adam			
Favorite Saying: Scars are tattoos with better stories			

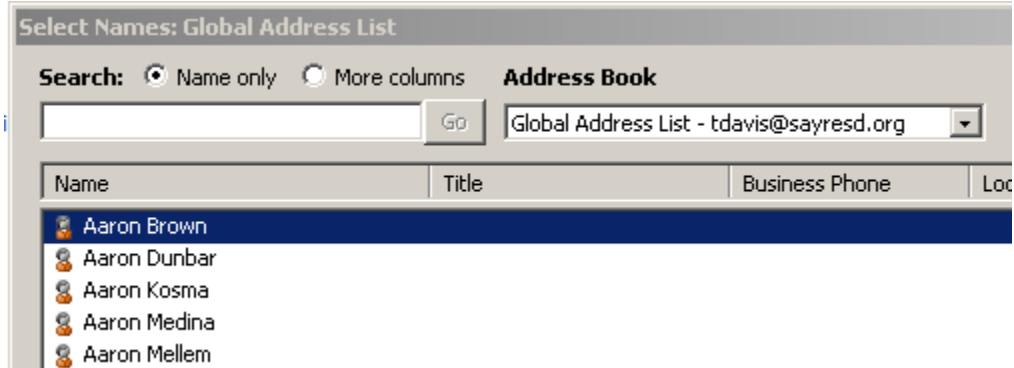
Click Save & Close and the contact is now saved.

Using this contact address in an email.

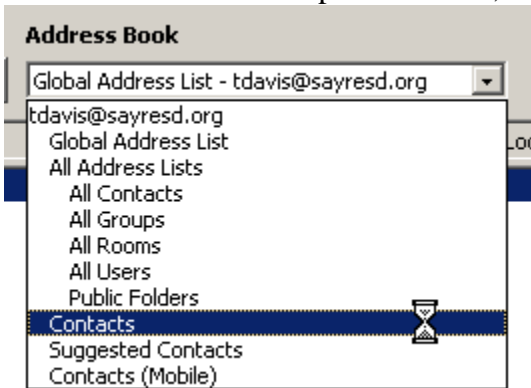
When creating a new email, click the To: button



By default, the SASD Global Address List (all SASD email accounts) will be displayed



In the Address Book drop down menu, click Contacts



Now your individually created contact list should appear

Name	Display Name
Andy & Sarah Schmitt	Andy Schmitt (Personal)
Andy & Sarah Schmitt	Andy Schmitt (Work)
Andy Ellis	Andy Ellis
Ann Marie & Rudy Schatz	Rudy Schatz
Ann Marie & Rudy Schatz	Ann Marie
Anna Schatz	Anna Schatz
Anthony Ward	Anthony Ward
Becky Sealander	Becky Sealander
Ben Coyle	ben.coyle@intravet.com
Bernadette Milligan	bmilligan86327@aol.com
Bill "Chief" Cutchens	billcutchens@msn.com

You can either Double Click the names you want to add (this will automatically add them to the To: button or Single Click the name and single click the To, Cc, or Bcc button depending on how you want the email sent

To ->	Andy Ellis
Cc ->	Anna Schatz
Bcc ->	ben.coyle@intravet.com

Once you have the email(s) that you wish, click the OK button

OK

This will take you back to your email. Type the email and send as normal.

Please note that after you create and send one email to an individual, this creates an entry into your Type Ahead file so the next time you start to add this person to an email, MS Outlook will use the Type Ahead and automatically fill in the address for you

To...	jo
Cc...	John Lynch (John@Rediker.com)
Subject:	Josephine Hernandez (Josephine.Hernandez@us.pandasecurity.com)
	Joshua Meador (Joshua.Meador@us.pandasecurity.com)
	Jo Schlotterer (Personal)
	Jo Schlotterer (Work)
	Joe & Gwen Wolf Family Email
	Joe Schatz (Personal)