

SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

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 |

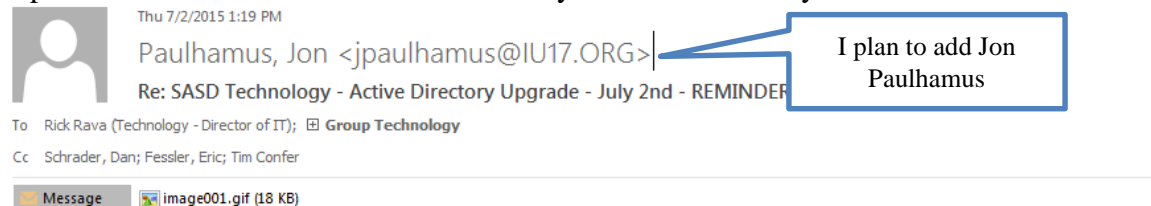
Who should you NOT add to your contacts?

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.

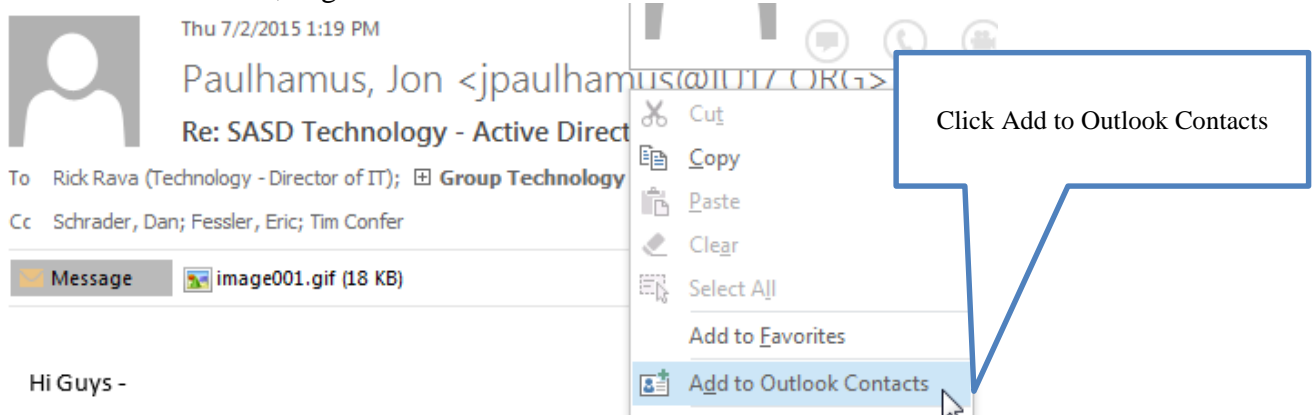
How to add someone to your contacts?

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.

Name
Paulhamus, Jon <jpaulhamus@IU17.ORG>

CONTACT | NOTES

+ Email
Email
jpaulhamus@IU17.ORG

+ Work

+ Address

+ Phone

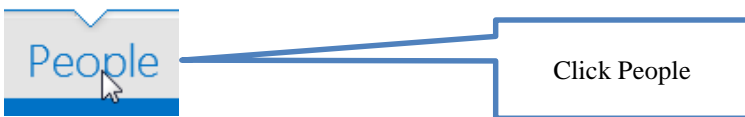
+ Birthday

+ IM

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.

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 2013 console there is a “People” section, single left click People



In the upper left corner, click New Contact

New Contact

Click New Contact

Full Name... |

Company

Job title

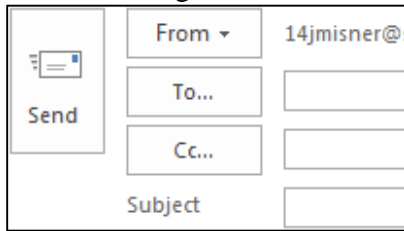
File as

Internet
E-mail... |

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
Click Save & Close and the contact is now saved.

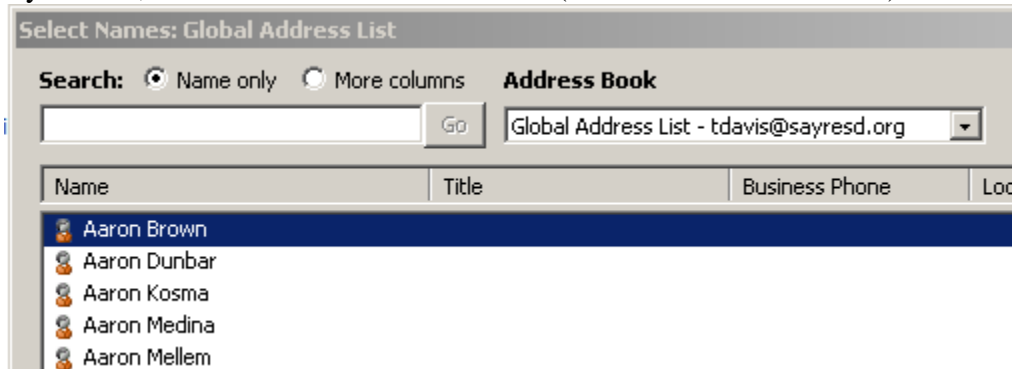
Using this contact address in an email.

When creating a new email, click the To: button



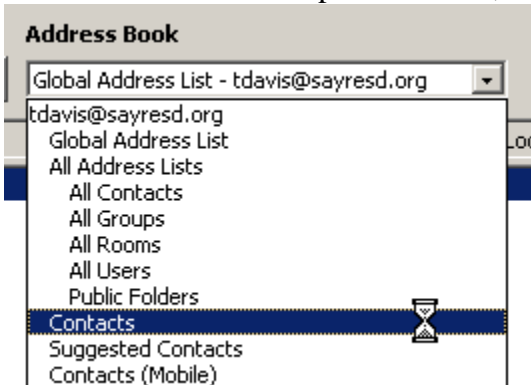
The screenshot shows a portion of an email client's composition window. On the left is a 'Send' button. To its right are four input fields: 'From' (containing '14jmisner@...'), 'To...' (empty), 'Cc...' (empty), and 'Subject' (empty).

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



The screenshot shows a dialog box titled 'Select Names: Global Address List'. It has a 'Search:' section with radio buttons for 'Name only' (selected) and 'More columns'. There is a search input field and a 'Go' button. To the right is an 'Address Book' dropdown menu currently showing 'Global Address List - tdavis@sayresd.org'. Below this is a table with columns: Name, Title, Business Phone, and Location. The table lists several contacts, with 'Aaron Brown' selected.

In the Address Book drop down menu, click Contacts



The screenshot shows the 'Address Book' dropdown menu expanded. The current selection is 'Global Address List - tdavis@sayresd.org'. The dropdown list includes: 'Global Address List', 'All Address Lists', 'All Contacts', 'All Groups', 'All Rooms', 'All Users', 'Public Folders', 'Contacts' (highlighted), 'Suggested Contacts', and 'Contacts (Mobile)'.

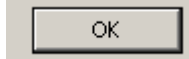
Now your individually created contact list should appear

| 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



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

