

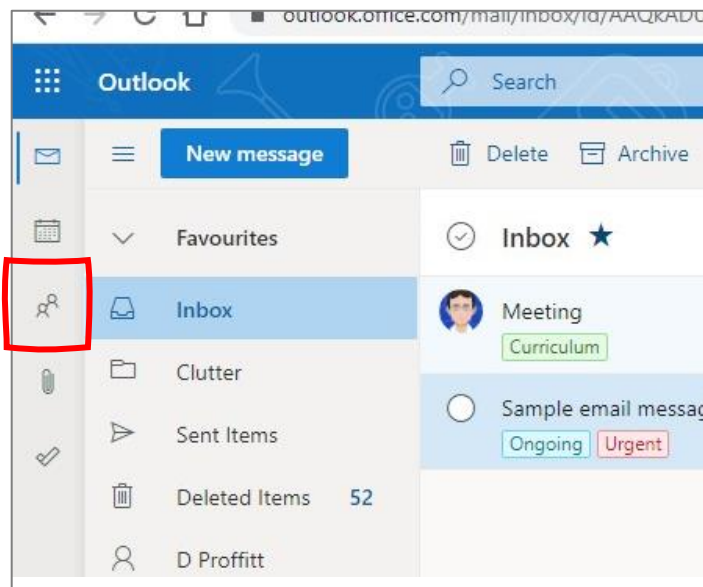
Introducing Outlook on the web – Your Contacts

Outlook is your one-stop application for Microsoft 365 emails, calendars, contacts, notes and tasks. We have produced a number of guides to help you get the most out of the browser version of Outlook.

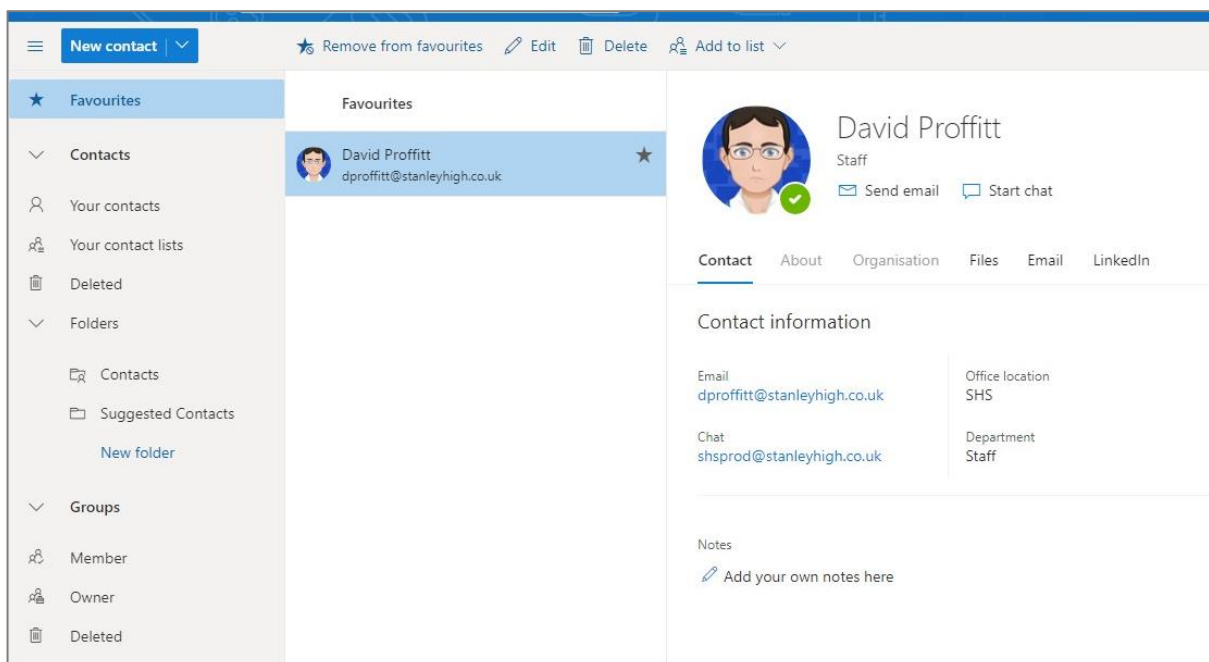
Introducing your Contacts

To get to your Calendars:

- Open **Outlook**
- Click on the **Contacts** icon on the navigation bar along the left of the screen



This will open the Contacts page. Here you can add, edit or manage your contacts and contact lists.



Adding a contact

There are two ways to add a contact:

1. from an email
2. Created manually

To add a contact from an email:

- Open the email in Outlook
- Click on the sender's name at the top of the message.
- This will open a pop-out page that will display information about the sender. This includes details of any messages sent and files shared.
- From the pop-out, click on **"Add to contacts"**. *If you don't see this, scroll to the bottom of the page*
- On the Contact page you can add more information as required.
- For further options, click the **"Add more"** button and select the files to add.

