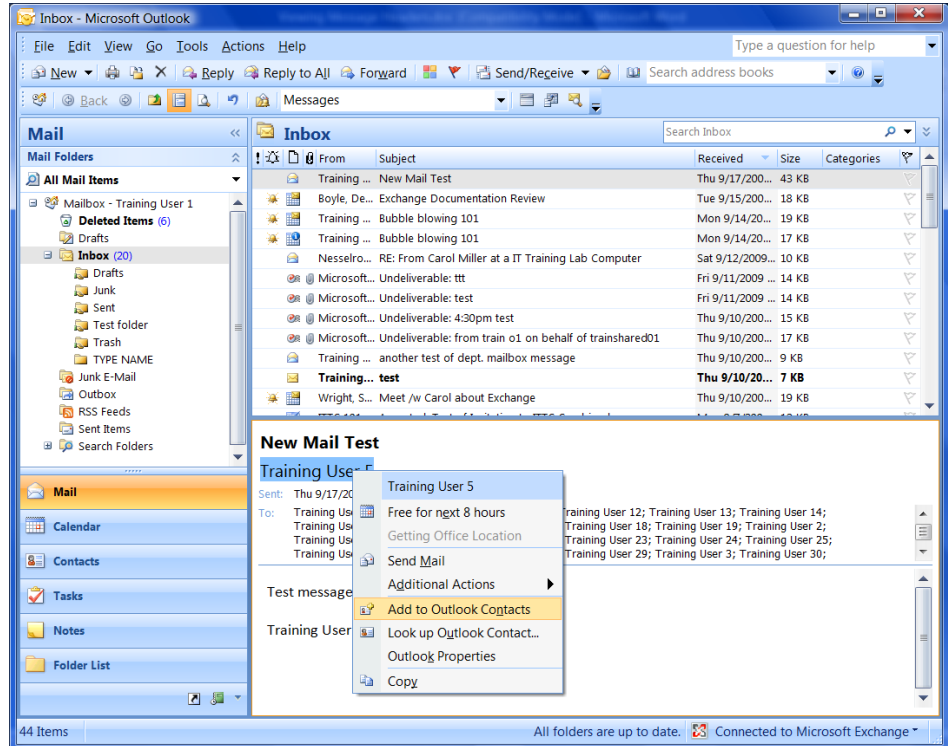


# Outlook 2007: Adding Contacts from a Messages

## Adding Contacts from a Messages

1. To add and address to Contacts from an e-mail message, **right click** the sender's name in an e-mail message.
2. In the new window, left-click on **Add to Outlook Contacts**.



3. The e-mail address is added to a new **Contact** window. Notice in the **File as:** window includes a drop down so that the name can be filed by **first** or **last** name.
4. Make any additions or corrections to the window.
5. Left mouse click on **Click and Save** in the upper left corner of the window.
6. The name and e-mail address are added to **Contacts**.

