

Outlook 2007: Adding Contacts While Creating a Messages

Adding Contacts while Creating a Messages

1. If an e-mail address is not currently in the **Global Address List** or **Contacts**, it can be added while in the process of sending a message.
2. Open a **New Message**.
3. Type the e-mail name in the **To, Cc, or Bcc** line.
4. If more than one name is typed, be sure to separate e-mail names with a semi-colon (;) and a space.
5. **Right mouse click** on the name in the **To, Cc, or Bcc** line to add it to your **Contacts**.
6. In the new window, click on **Add to Outlook Contacts**.
7. 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**.
8. Make any additions or corrections to the window.
9. Left mouse click on **Click and Save** in the upper left corner of the window.
10. The name and e-mail address are added to **Contacts**.

