Managing Contacts in Outlook on the Web

To begin managing your contacts, click the **Contacts Icon** found in left pane. 

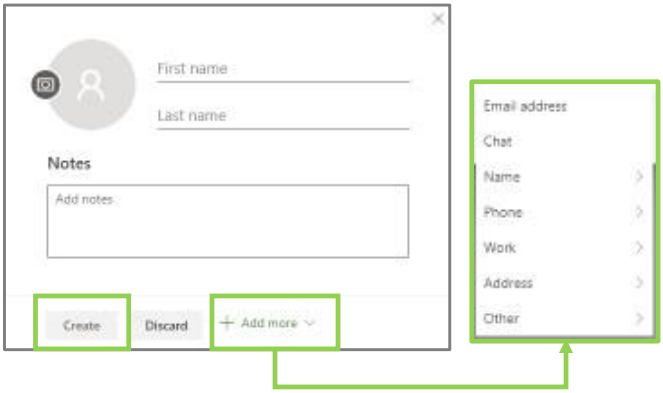
Create a Contact

Click **New Contact** in the top left of your Contacts Window.

The **Add Contact** Dialog Box will open, allowing you to enter the first and in the details of your new contact.

Click **+ Add more** at the bottom of your contact card, to add additional information.

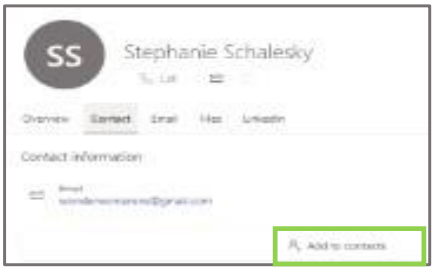
Once complete, click **Create**

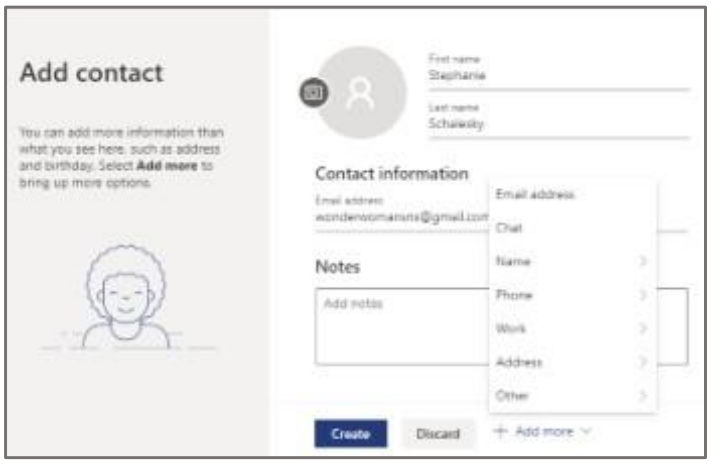


Note: *When you add internal contacts, some of their information will autofilll*

Add a Contact from email

On the email, click on the person's information you wish to add in as a new contact.
Next, click on Contact. You will see a people icon with a plus sign and the words **Add to contacts** next to it. Click on it, and in the next pop-up window is where you will enter any additional information with the **+Add more** options.

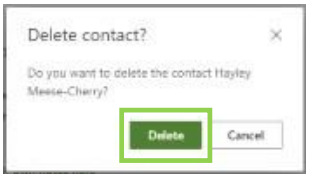




Once you have entered all the information for this contact you wish to store, click **Create**. You can always go back in and edit contact information later if necessary.

Delete a Contact

Select the contact you'd like to delete.
Click **Delete** in the top toolbar.
When the confirmation box opens, click **Delete**.



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