



THE UNIVERSITY OF WINNIPEG

Outlook Web Access 2016

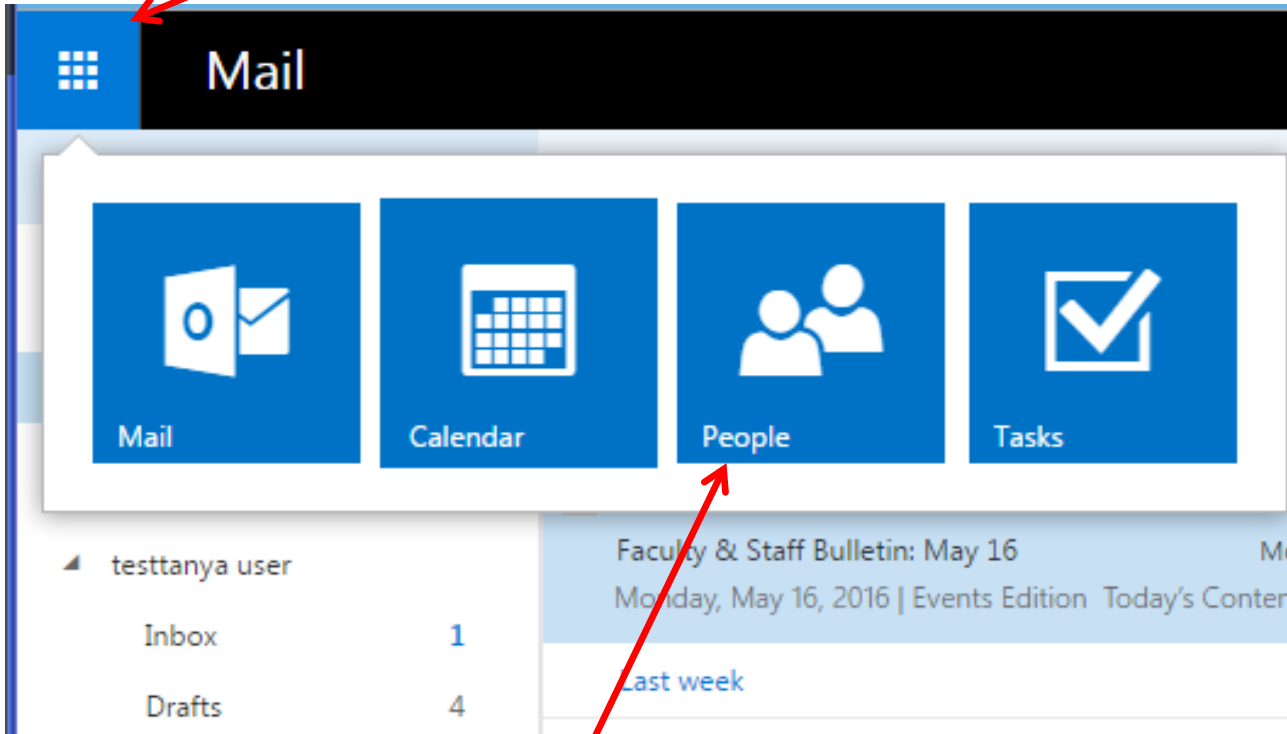
Contacts



DISCOVER · ACHIEVE · BELONG

Contacts

Click on the box here



Click on People

Contacts Cont'd

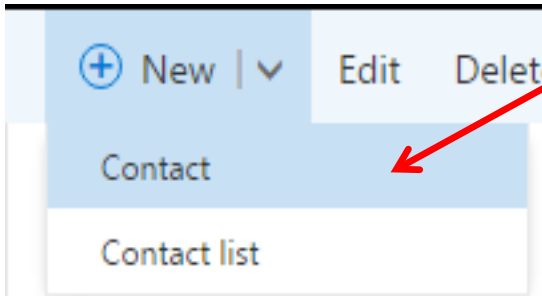
Use *Find Someone* to search for a contact

The screenshot shows the Microsoft People application interface. At the top, there is a search bar labeled "Search People" with a magnifying glass icon. Below the search bar, there are navigation options: "New", "Edit", "Delete", "Add to Favorites", "Lists", and "Links (2)". The main area is divided into two sections. On the left, there is a sidebar with a "My contacts" section and a "Directory" section. The "My contacts" section is expanded, showing a list of contacts. The "Directory" section is also expanded, showing "UofW Rooms" and "UofW AL". The main area displays a list of contacts, with "OTTO OTTO" selected. To the right of the list, there is a detailed view of the selected contact, "OTTO OTTO". The detailed view shows the contact's name, email address ("otto@uwinnipeg.ca"), and phone number ("Business: TBD").

Contacts are your personal contacts

Details of each contact

New Contact

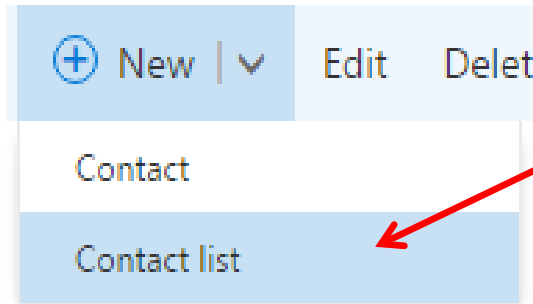


Select *New* in the Contact Window

Fill in the required fields

A screenshot of a 'Add contact' form. The form has a light blue header with 'Save' and 'Cancel' buttons. The main content area is white and contains several sections: 'Name' with 'First name' and 'Last name' input fields; 'Email' with an 'Email' input field and a 'Display as' dropdown; 'Phone' with a 'Business' input field; 'IM' with an 'IM' input field; and 'Work' with an input field. Each section has a plus icon and the section name. A red arrow points from the text box to the 'Email' input field.

New Contact List



Select *New Contact list* in the Contact Window

Name your list and add the members

A screenshot of a 'New Contact List' form. The form has a light blue header with 'Save' and 'Cancel' buttons. Below the header, there are three main sections: 'List name' with a text input field, 'Add members' with a text input field, and 'Notes' with a larger text area. A red arrow points from a text box to the 'List name' input field.

Note that when adding members just start typing and it will find the members from your contacts group




Add a new Contact from email

The screenshot shows an email client interface. On the left is the 'Inbox' pane with a list of emails. The main pane shows an email from 'HD Schedule' with a green contact icon. A context menu is open over the contact icon, with the 'Add' button circled in red. A red box highlights the 'Add to contacts' button in the context menu. Another red box highlights the 'Add' button in the context menu. A third red box contains a tip about editing details and saving.

Annotations:

- Click on the contact for the sender
- Click on Add to contact
- A window will come up and you can edit the details and click on save

Tip: 

Add a new Contact from address book

The screenshot shows a contact management interface. At the top, there is a search bar labeled 'Search People' and a navigation bar with 'New', 'Add to contacts', and 'Lists'. The left sidebar shows a tree view with 'My contacts', 'Directory', 'UofW Rooms', and 'UofW AL'. The main area displays a list of contacts under the heading 'UofW AL' and 'BY DISPLAY NAME'. The contacts listed are: 'W 0W01', 'AM Aaron Moore', 'AR Aaron Richard Frost', 'AW Aashish Wadhawan', 'AF Ab Freig', and 'AE Abdinur Farah Hassan'. The contact 'AM Aaron Moore' is highlighted in blue. A red arrow points from a callout box 'Click on Add to contacts' to the 'Add to contacts' button. Another red arrow points from a callout box 'Click on the contact you wish to add' to the highlighted 'AM Aaron Moore' contact. A third callout box at the bottom left contains the text 'A window will come up and you can edit the details and click on save' and a lightbulb icon with the word 'TIP' inside it. The right side of the interface shows details for a selected contact, including 'Contact Notes Organization', 'Email', 'Business: 786-9387', and 'Work' information: 'Job title: Assistant Professor', 'Department: Political Science', 'Office: 6L08', and 'Directory'.

Search People

New | Add to contacts | Lists

UofW AL BY DISPLAY NAME

W 0W01

AM Aaron Moore

AR Aaron Richard Frost

AW Aashish Wadhawan

AF Ab Freig

AE Abdinur Farah Hassan

Contact Notes Organization

Email

Business: 786-9387

Work

Job title: Assistant Professor

Department: Political Science

Office: 6L08

Directory

Click on Add to contacts

Click on the contact you wish to add

A window will come up and you can edit the details and click on save

TIP