

The background is a solid blue color. It features several overlapping circles of varying shades of blue, with the largest one in the top right corner. A thick, light blue curved line starts from the left side, arches upwards, and then turns downwards to become a vertical bar on the right side.

Microsoft Outlook - People/Contacts



People - Viewing

The Global Address book contains email addresses of all Key/Lifestyles accounts but you can create your own list of contacts.

If you have a Key/Lifestyles mobile phone you will find your phone contacts sync with your Outlook contacts. Amend a contact on either your phone or in Outlook to keep them both up to date.

- If you save only an email and name for a contact it will not be listed on your phones contact list when texting.
- If you save only name and phone number it will not show up when composing an email.

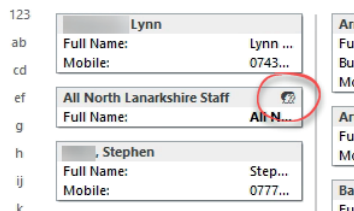
As already mentioned in the email section, you should not rely on the 'AutoComplete' function for remembering non Key/Lifestyles addresses. Save important, frequently used contacts in your personal contacts list.

How do I view my contacts?

1. Click 'People' in the Navigation Bar.

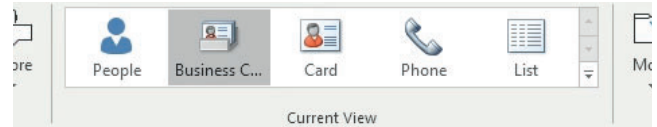


Your contacts will be listed in the right hand pane. Distribution lists are indicated with the icon shown opposite.



How do I change the way my contacts are listed on screen?

1. Click 'People' in the Navigation Bar.
2. Use the 'Current View' section to choose an appropriate view.



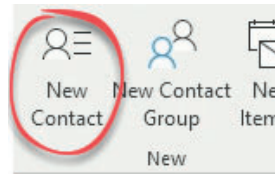


People - Creating

How do I create a new contact?

1. Click 'People' in the Navigation Bar.
2. Click the 'New Contact' button.

The 'Untitled - Contact' dialogue box will be displayed.



3. Complete the details in the appropriate boxes.
4. Click 'Save and Close'.

How do I create a new contact from an email?

If you receive an email and want to add the address to your contacts there is a quick and easy way to do this. Using the method below will also ensure you do not mistype the address.

1. Locate the email in your mail folder.
2. Press and hold the left mouse button on the message.
3. Drag the cursor over the 'People' button in the Navigation Bar.
4. Release the mouse button.



The name and email address will be automatically completed. The contents of the email will be placed in the 'Notes' section of the contact details.

5. Delete the 'Notes' if appropriate. (Press <Ctrl> + <A> to select everything, then press).
6. Click 'OK'.

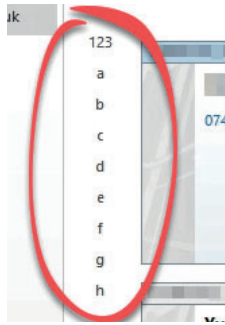


People - Searching

How do I find a contact?

Method One:

1. Use the scroll bars at the side of the screen to scroll through your contacts.
OR
1. When viewing your contacts in either 'People', 'Cards' or 'Business Card' mode an 'A-Z' is displayed at the left hand side of the screen. Click a letter to jump directly to the first contact beginning with that letter.



Method Two:

1. Click in the search bar at the top of the screen.



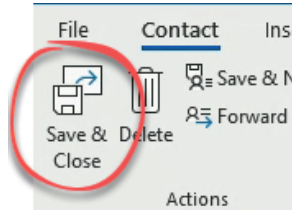
2. Type in the name of the person or distribution group you wish to find.
3. Click the arrow at the right hand side of the search bar or press <Return>.



People - Amending

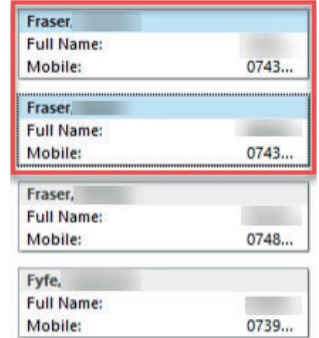
How do I amend a contact?

1. Click 'People' in the Navigation Bar.
2. Double click the contact to be amended.
3. Amend any details as necessary.
4. Click 'Save and Close'.



How do I delete more than one contact?

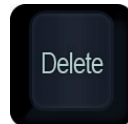
1. Click once on the first contact you wish to delete.
2. Press and hold the <Ctrl> key.
3. Click once on each of the other contacts. Selected contacts will be highlighted. The example opposite shows the first two contacts selected.
4. Right click.
5. Click 'Delete'.



How do I delete a contact?

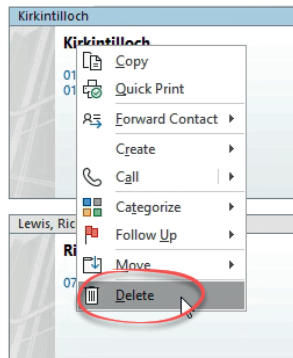
Method One:

1. Click 'People' in the Navigation Bar.
2. Click to select the contact.
3. Press on the keyboard.



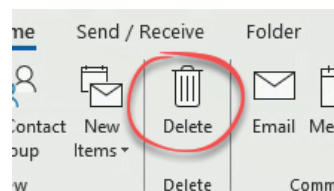
Method Two:

1. Click 'People' in the Navigation Bar.
2. Right click on the contact.
3. Choose 'Delete'.



Method Three

1. Click 'People' in the Navigation Bar.
2. Click to select the contact.
3. Click 'Delete' in the ribbon.

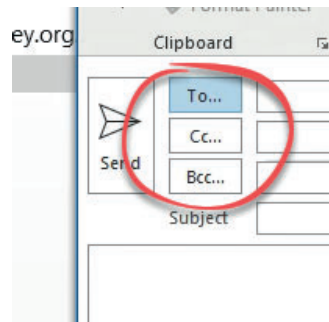




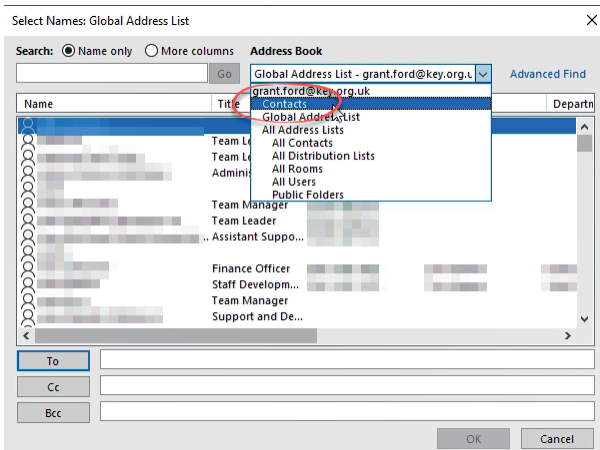
How do I use my contacts when creating a message?

Method One

1. Create a new message as normal.
2. Click the 'To:', 'CC:' or 'BCC:' button.



3. Use the 'Address Book' drop down menu to choose 'Contacts'.



4. Double click the contact(s) required to insert them into the field you clicked in step (2).
OR
 - a. Click once on the contact to select it and click 'To:', 'CC:' or 'BCC:' to enter the address into either of those fields.
 - b. Click 'OK' when all required address have been added.
5. Complete your email and send it in the normal manner.

Method Two

1. Locate the contact in your 'People' list.
2. Drag the contact over the 'Mail' button in the Navigation bar.
3. Release the mouse button.
Providing the contact has an email address listed, a new message will be created and the email address of the contact will have been added to the 'To:' field in your message.

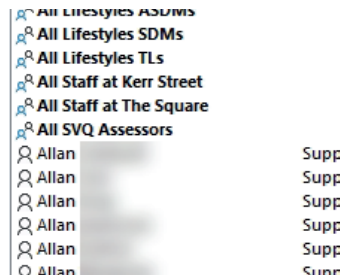


People - Distribution Lists

What is a distribution list?

A distribution list is a group of email addresses. Should you frequently send messages to a large group of people a distribution list can be created containing these people's addresses. This list can be used to send to all members of the list rather than entering each address manually.

Distribution lists already exist for certain groups and can be found in the Global Address List - they are shown in bold type.

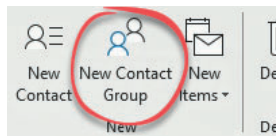


When sending to a large number of users consider using the BCC field if they are not required to reply.

This prevents accidental use of the 'Reply to All' option.

How do I create my own distribution list?

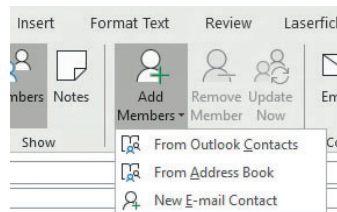
1. Click 'People' in the Navigation Bar.
2. Click the 'New Contact Group' button.



The 'Untitled - Contact Group' dialogue box will be displayed.

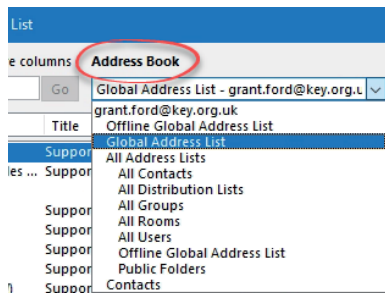
3. Click the 'Add Members' drop down menu.

4. Choose whether to use:
 - 'Address Book' - Your contacts,
 - 'Outlook Contacts' - the Global Address List,
 - 'New Email Contact' - add a new address not already stored into either the distribution list or your contacts.

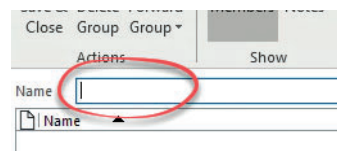


5. Locate and double click each of the contacts you wish to add to the list or type the address if entering manually.

6. Click 'OK' when all your contacts have been added or use the 'Address book' drop down menu to choose a different list and select appropriate contacts from it.



7. Enter a name for your distribution list in the 'Name' section.



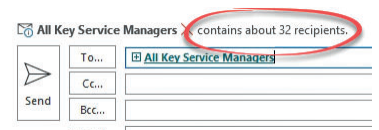
8. Click 'Save and Close'.

How do I send an email using a distribution list?

1. Create a new mail message as normal using the name of the distribution list instead of an individual contact.

When you enter a distribution list name in the To, CC or BCC fields it will appear in bold text and have a '+' sign next to the name.

A line will be added above the 'To' field listing approximately how many recipients will receive the email.



How do I amend a distribution list?

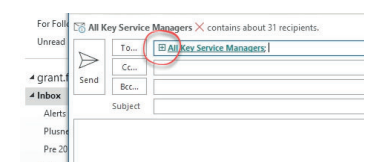
1. Click 'People' in the Navigation Bar.
2. Double click the title of the distribution list you wish to amend.
 - a. Add addresses as normal.
 - b. Remove addresses by clicking the one to be deleted and clicking 'Remove'.
3. Click 'Save and Close'.

How do I amend the distribution list for one message?

There may be times when you wish to send a message to a distribution list and omit one or a few of the addresses on the list.

1. Create your message using the distribution list title in the 'To:', 'CC:' or 'BCC:' fields as normal.

2. Click the '+' at the side of the distribution list title to expand the list to show individual members.



A message will be displayed informing you that once expanded the list cannot be collapsed.

3. Tick the 'do not show this dialogue again' checkbox to prevent this warning being displayed in the future. (Optional)
4. Click 'OK' to display all email addresses in the distribution list.
5. Click once on the name you wish to delete.
6. Press <Delete>.
7. Follow steps 5 and 6 to remove any other addresses.
8. Complete and send your email as normal.

