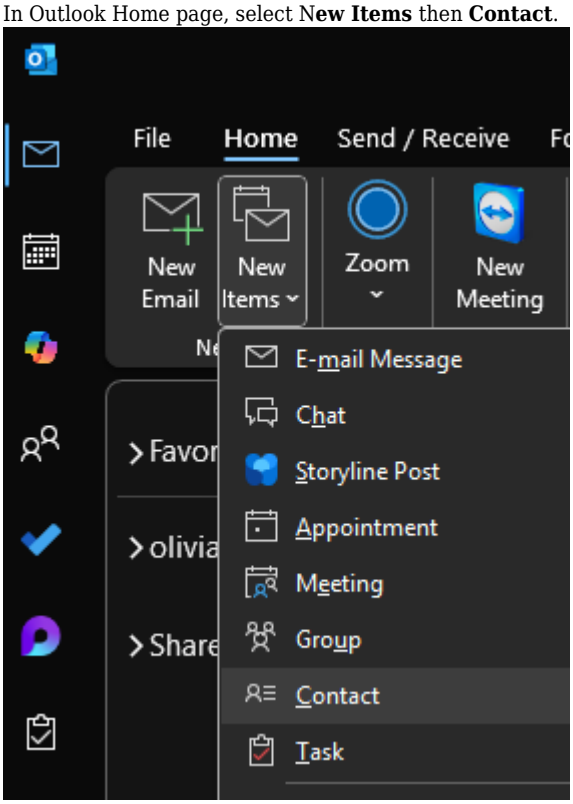
Creating New Contacts in Outlook

Olivia Lee - 2026-03-05 - Accounts and Access

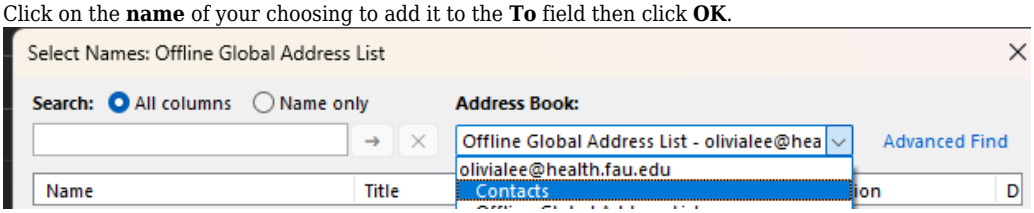
How to Save Additional Contacts in Outlook

Outlook Classic

1. In Outlook Home page, select N**ew Items** then **Contact**.

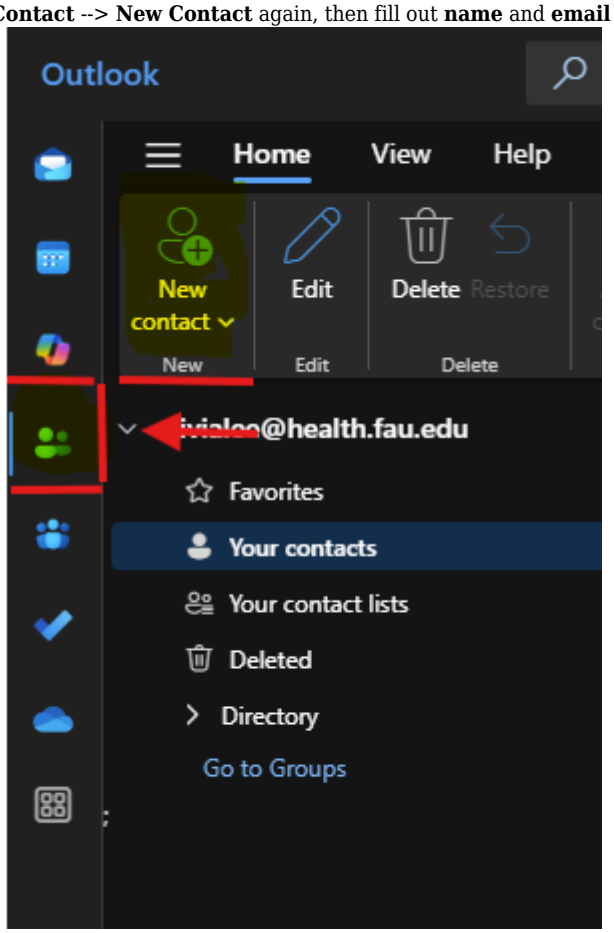


2. Fill out **name** and **email address** everything else can be left blank.
3. **Compose** a new email.
4. Select **To or Address** book to search for names.
5. Switch the address book to **Contacts** to see your entries.
6. Click on the **name** of your choosing to add it to the **To** field then click **OK**.



7. Close and open Outlook to update the Contact list if your new contact does not appear right away.

Outlook New

1. Open **Outlook**
2. Select the **People** icon on the left side.
3. Select **New Contact** --> **New Contact** again, then fill out **name** and **email address** everything else can be left blank. 

4. Click on the M**ail** icon (on the top) and **compose** a new email.
5. Select to select **My Contacts**, then "**+**" next to the email name of your choice, select **save**.
6. Close and open Outlook to update the Contact list if your new contact does not appear right away.