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Saving Additional Contacts in Outlook

Olivia Lee - 2025-06-27 - Accounts and Access

How to Save Additional Contacts in Outlook

Outlook Classic

1. In Outlook Home page, select New 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**.

Select Names: Offline Global Address List			×
Search: O All columns O Name only		Address Book:	
-	→ ×	Offline Global Address List - olivialee@hea 🗸	Advanced Find
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Name	itte		ion D

 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.
- Select New Contact --> New Contact again, then fill out name and email address everything else can be left blank.



- 4. Click on the Mail icon (on the top) and compose a new email.
- 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.