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Saving Additional Contacts in Outlook Olivia Lee - 2025-05-09 - Accounts and Access

How to Save Additional Contacts in Outlook

## **Outlook Classic**

Step 1: In Outlook Home page, select new items, select Contact.



Step 2: Fill out name and email address everything else can be left blank.

Step 3: Compose a new email.

Step 4: Select To or Address book to search for names.

- Step 5: Switch the address book to <u>Contacts</u> to see your entries.
- Step 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: • All columns O Name only	Address Book:	
$\rightarrow$ X	Offline Global Address List - olivialee@hea 🗸	Advanced Find
Name Title	olivialee@health.fau.edu Contacts	on D

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

Outlook New:

Step 1: Open Outlook

Step 2: Select the <u>People</u> icon on the left side.

Step 3: Select New Contact, New Contact again, then fill out name and email address everything else can be left blank.



Step 4: Click on the mail icon (on the top) and compose a new email.

Step 5: Select to select My Contacts, Select the "+" next to the email name of your choice, select save.

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

away.