

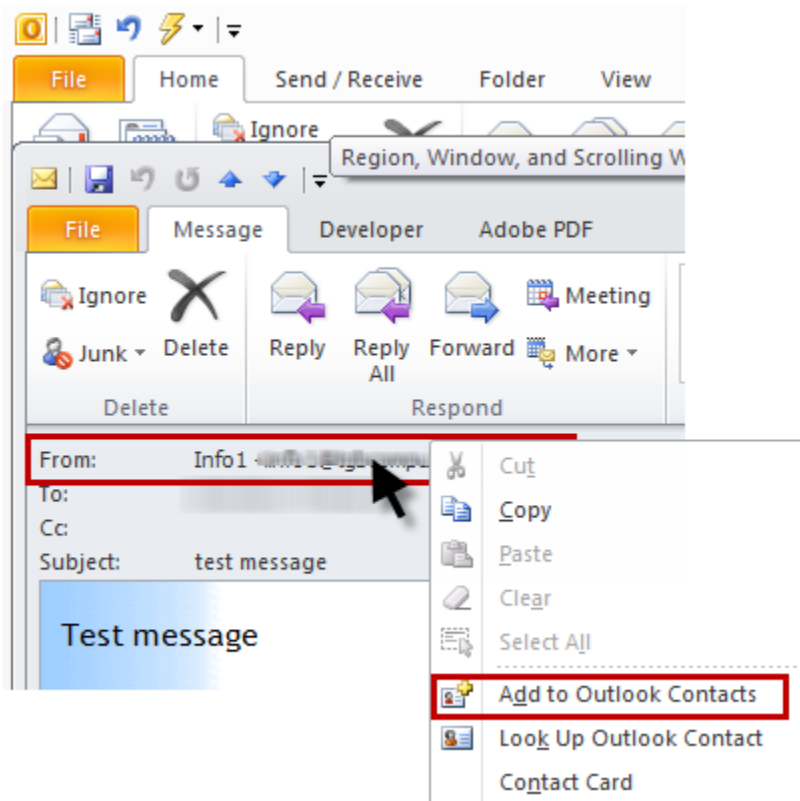
# OUTLOOK 2010

## Instructional Steps

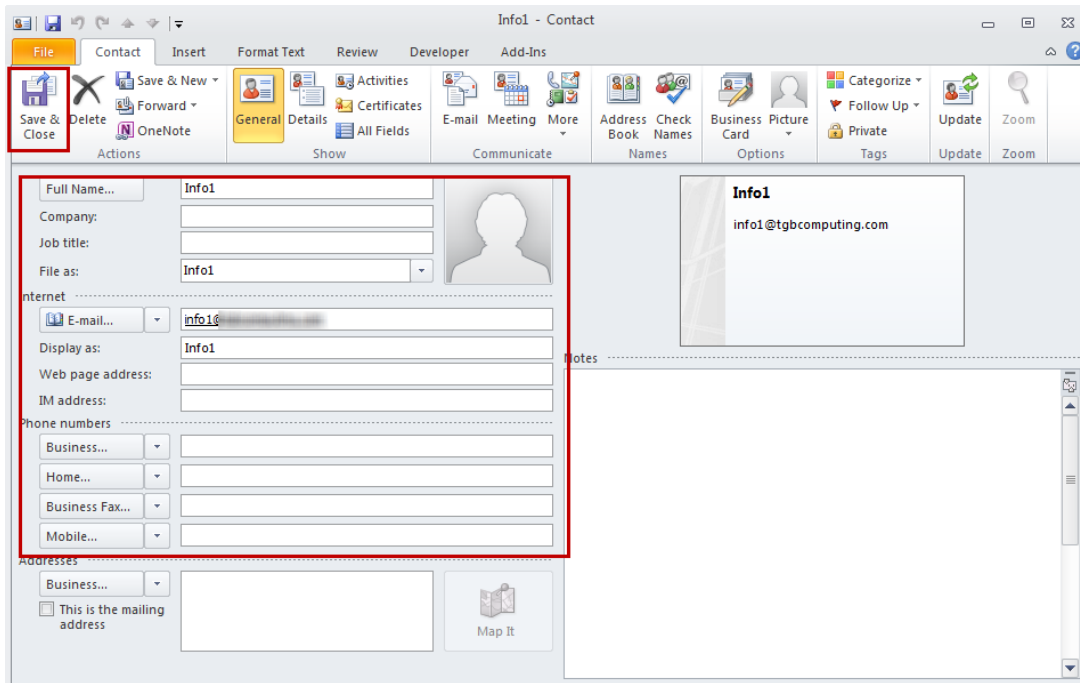
### Adding contacts

#### Option 1

1. To add the contact from someone who just sent you an email do the following.
2. Open their email message.
3. Right click your mouse on the senders name/email address.
4. From the popup menu choose "Add to Outlook Contacts"

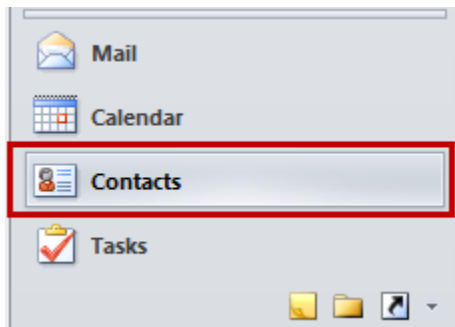


5. You should now fill in the additional information and click “Save & Close”

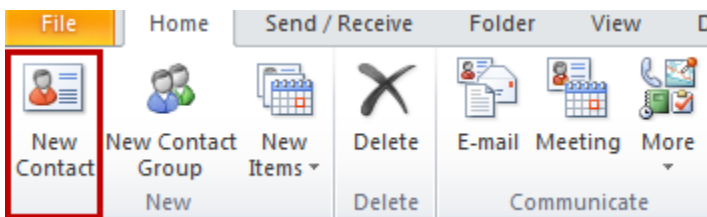


## Option 2

6. In the shortcut bar click on “Contacts”



7. On the home ribbon click on “New Contact”



8. Fill in the contact information. Then click “Save and Close”.

