



Microsoft Outlook Web Access People

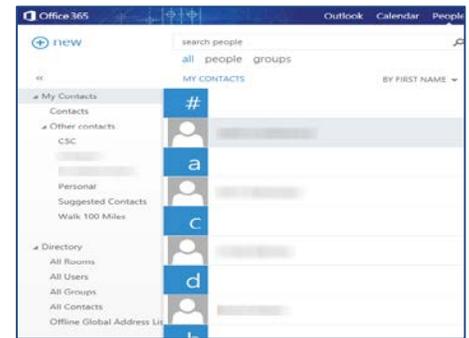
Address Book / People

In Outlook 365, the address book is located under the **People** tab.

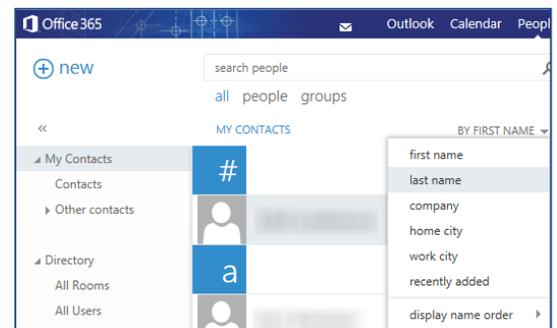


To Browse your People Folders

1. In the toolbar along the top, select **People**.
2. If needed, click the » button to display your contact folders.
3. In the left pane, click the triangles beside **My Contacts** and **Other contacts** to see the subfolders of those contact folders.
4. In the center pane, your contacts are listed.

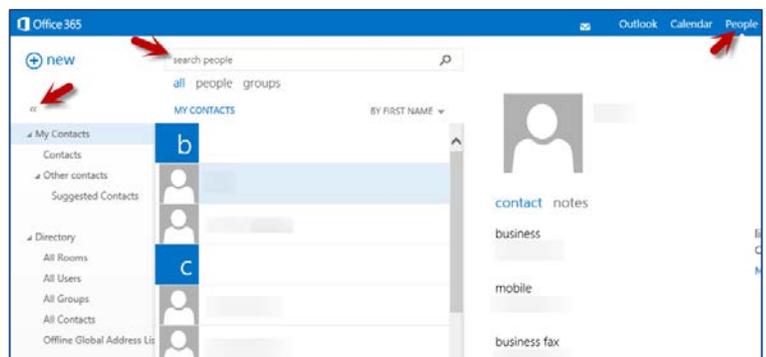


5. The default sort order is by first name. To change the sort order, click **BY FIRST NAME** and then select the desired sort order from the drop down menu.



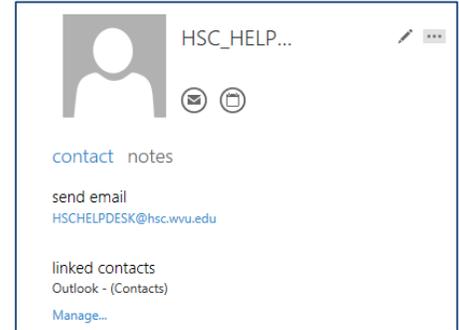
To Search your People Folders

1. In the toolbar along the top, select **People**.
2. If needed, click the » button to display your contact folders.
3. In the **search people** text box, type in the first **OR** last name **OR** full name **OR** MyID of the user or resource to whom you want to send mail.
4. Click the magnifying glass button or press the **Enter** key.
5. All users matching your search terms are listed. Select the correct user from the user list.
6. Click the **Send mail** button



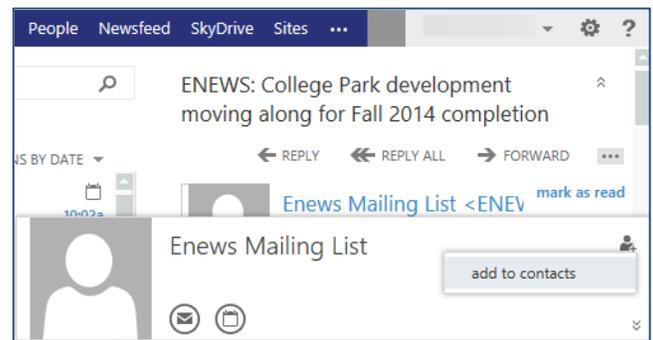
To Create Mail from the People Tab

1. Select the People tab.
2. Open the folder that contains the contact you need.
3. In the center pane, select the contact.
4. To create an email message, click the **Send mail** (envelope) button.
5. To create a meeting, click the **Schedule meeting** (calendar) button.



To Add a Contact to your People

1. In the email message, hold your cursor over the name of the person (or resource) you would like to add to your contacts.
2. Click the **Toggle card size** button. (Currently, if you do not click this button, the Add to Outlook contacts button will not work properly.)
3. Click the **Add to Outlook contacts** button.
4. From the drop down menu, select **add to contacts**.
5. Fill in the contact information.
6. Click the **SAVE** button.



To Create a Mail Message from the Outlook Tab and the Address Book

1. In the upper left corner of the Outlook page, click the **+ new mail** button.
2. Click the **To:** text to open your contact folder.
3. Click the **»** button to view your contact list folders.
4. Select the contact folder that contains the person you want to email.
5. Click the **+** beside the name of the person (people) to whom you want to send the message.
6. When all addressees have been selected, click **OK**.

