



# Microsoft Outlook Web Access People



# Address Book / People

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

Office 365 Outlook Calendar People Newsfeed SkyDrive Sites ···

# **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.

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- 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 a new mail message to the user.

| Office 365               |                   |                 |               | OUTIOOK | calendar | неорие |
|--------------------------|-------------------|-----------------|---------------|---------|----------|--------|
| ⊕ new                    | search people     | م               |               |         |          | 1      |
| 4                        | all people groups |                 |               |         |          |        |
| u                        | MY CONTACTS       | BY FIRST NAME 👻 |               |         |          |        |
| J My Contacts            | b                 | ~               |               |         |          |        |
| Contacts                 | 0                 |                 |               |         |          |        |
| # Other contacts         |                   |                 |               |         |          |        |
| Suggested Contacts       |                   | _               | contact notes |         |          |        |
| J Directory              |                   |                 | business      |         |          |        |
| All Rooms                | C                 |                 |               |         |          | C      |
| All Users                | <u> </u>          |                 | mobile        |         |          | b      |
| All Groups               |                   |                 | moone         |         |          |        |
| All Contacts             |                   |                 |               |         |          |        |
| Offline Global Address L |                   |                 | business fax  |         |          |        |

#### The Learning Center

#### 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

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- 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.

|                |                        | Outlook | Calendar   |
|----------------|------------------------|---------|------------|
| 🕀 new mail     | search mail and people |         |            |
|                | all unread to me       | flagged |            |
| -44            | INBOX                  | 0       | ONVERSATIO |
| a Favorites    | ✓ Important File       |         |            |
| Inbox 4        |                        |         |            |
| Sent Items     | archiving              |         |            |
| TET SEND X DIS | SCARD UINSERT •••      | 1       | гш         |
| To:            |                        |         | +          |
| To:            |                        |         | +          |