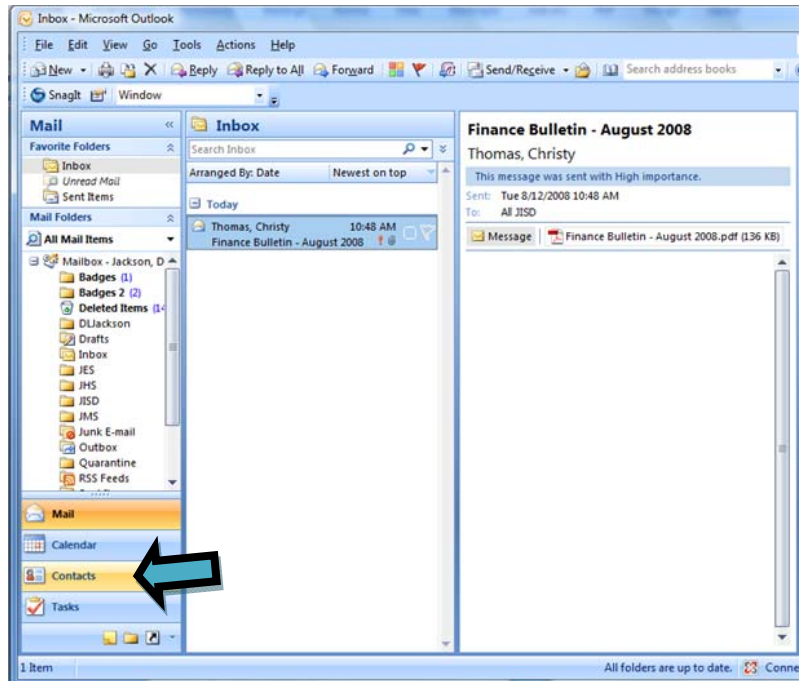


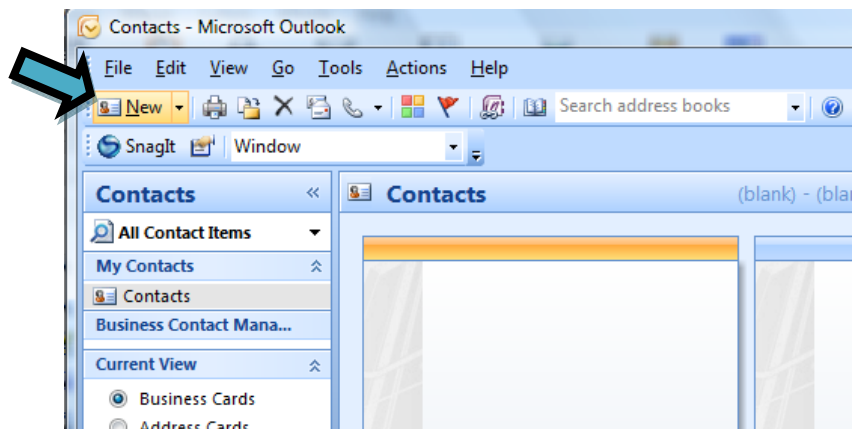
OUTLOOK

Contacts

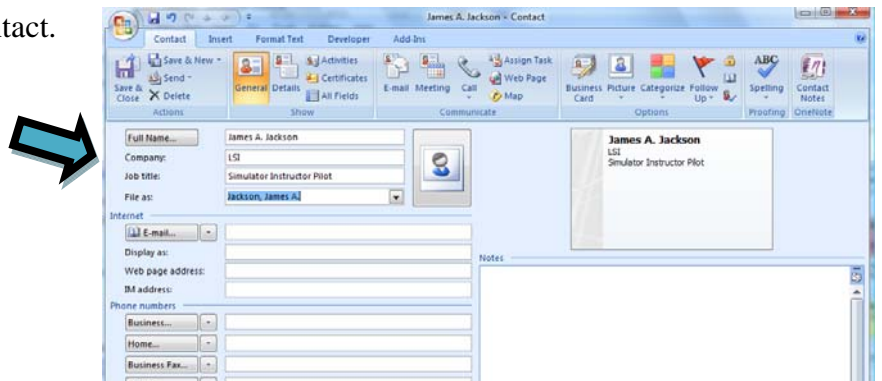
1. Open Outlook
2. Click the Contacts button



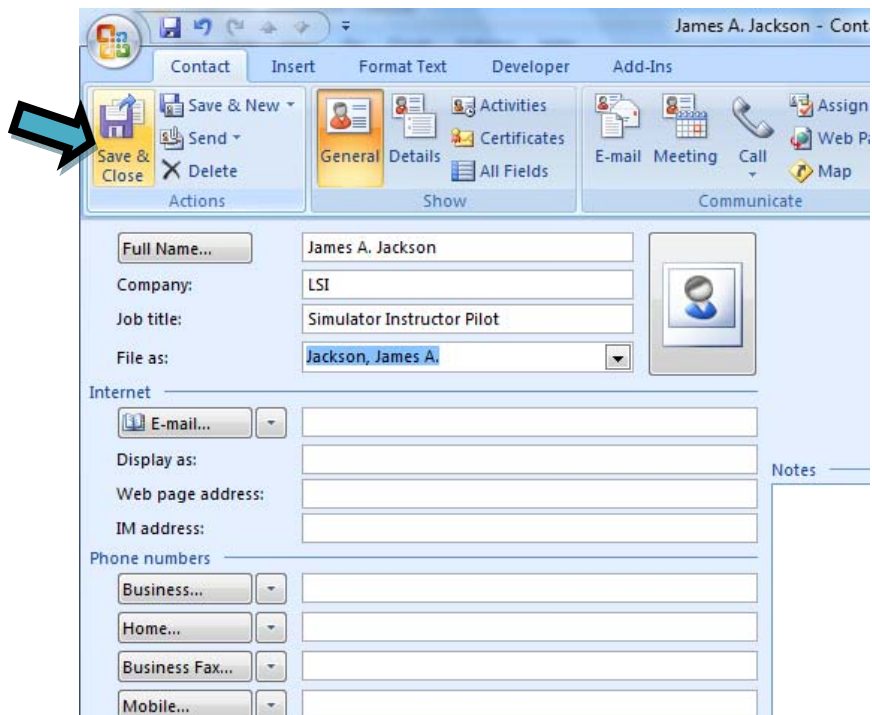
3. Click the New button to add a new contact.



4. Enter the information for the contact.



- When complete, click the Save & Close button.



- Contacts are listed in alphabetical order. To find a contact starting with the letter J, click the J button on the right.

