







Exploring Contacts

Outlook 2000 serves as much more than just an e-mail program: you can use it to maintain an electronic address book of your colleagues and anyone else you need to contact. Storing contacts electronically in Outlook 2000 allows you to find information about someone quickly and easily. In the Contacts folder, you can store a wide range of information about people, from their work and home phone numbers and physical addresses to e-mail addresses and Web addresses, if they have them. You can link any Outlook item or Office document to a contact to help you track activities associated with that person or group.

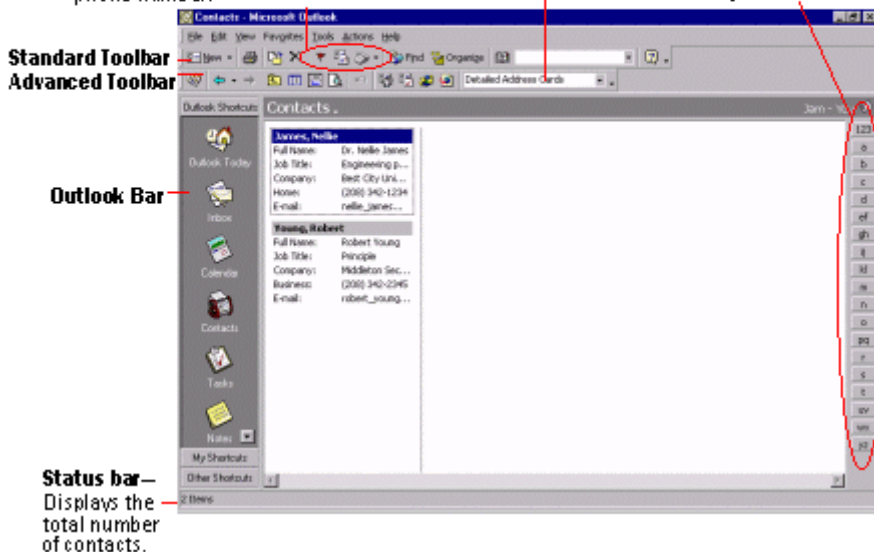
Contacts Symbols:

-  Activities have been automatically recorded in Journal for this contact
-  Contact
-  Contact has an attachment
-  Contact is flagged for follow up
-  Contact is flagged as complete
-  Distribution List

Click the **flag icon** to mark the selected contact so you can follow up with him or her. Click the **mail icon** to send a new e-mail message to selected contact. Click the **telephone icon** to have Outlook automatically dial the selected contact's phone number.

Change the way Outlook displays contacts by selecting a new **view** from this list.

Letter tab— Click a symbol or letter button to display the contacts beginning with that symbol or letter.



When you enter a name or address for a contact, Outlook 2000 separates the name or address into parts and puts each part in a separate field. You can sort, group, or filter contacts by any part of the name or any part of the address you want.

From a contact in your contact list, you can click a button or menu command to have Outlook 2000 address a meeting request, e-mail message, or task request to the contact. If you have a modem, you can also have Outlook 2000 dial the contact's phone number. You can have Outlook 2000 time the call and keep a record in Journal complete with the notes you take during the conversation.

You can file contact information under a last name, first name, company name, nickname, or any word that helps you find the contact quickly. Outlook 2000 gives

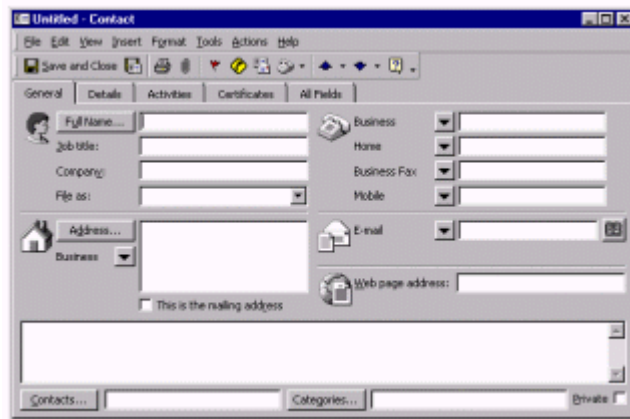
you several naming choices to file the contact under or you can enter your own choice. You can enter up to three addresses for each contact. Designate one address as the mailing address and use it for mailing labels, envelopes, or creating mail-merge letters.

Creating contacts

A contact is a person or organization you correspond with. You can store information about contacts such as job titles, phone numbers, addresses, e-mail addresses, Internet e-mail addresses, and notes. When you create a contact, you can start by entering all new information or you can start with information from an existing contact.

To create a new contact

1. On the **File** menu, point to **New** and then click **Contact**. The Contact dialog box opens.



2. In the **Full Name** box, type a name for the contact.
3. Enter the information you want to include for the contact. There are several tabs on which you can enter information.
4. If you wish, assign the contact to a category. Click **Categories** and then select a category from the list.
5. Click **Save and Close**.

To create a contact from an e-mail message you receive, right-click the name in the From field that you want to make into a contact, and then click Add to Contacts.

You can look up information about a contact from an e-mail message, a meeting request, and a task. Simply right-click the contact name and then click **Look up Contact**.

Exploring the Calendar

Outlook 2000's Calendar offers an easy way to keep track of appointments and schedule your time. You can look at appointments and tasks for a given day or look at appointments in relation to other appointments in the month. You can also post your calendar to a Web page or print it out and make handouts so that others can know when you are available.

Click to view calendar entries for today or a specific day, workweek, calendar week, or month. The current date is marked with a red box. The date shown in the daily planner panel is shaded. **Web Toolbar** Click the arrow to show other months.

Changes how Outlook displays your calendar.

Standard Toolbar
Advanced Toolbar

Folder List

Status bar—Displays the total number of calendar items.

Customize how Outlook displays the **hours of the day**.

Color coding shows further information about the appointment, such as if you will be out of the office or if the appointment is tentative.

Displays **tasks** scheduled for the selected date and allows you to add a new task to Outlook without filling out the **Task** dialog box.

To change **appointment information** quickly, click the appropriate appointment and type the new information. To change appointment information using the **Appointment** dialog box, double-click the appointment.