



FastCourse Series

Chapter 3: Working with People



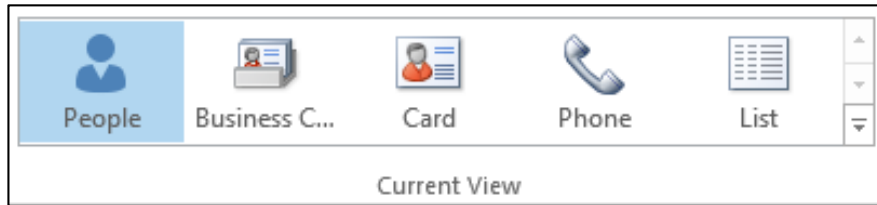
LABYRINTH
LEARNING™

Learning Objectives

- After studying this chapter, you will be able to:
 - Explore the People views
 - Work with contacts
 - Use contact groups
 - Use the People pane

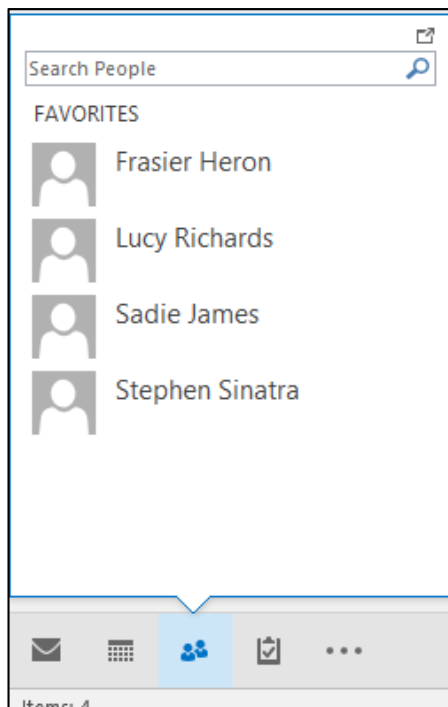
Managing People

■ Contacts list



Five default views

■ Peek

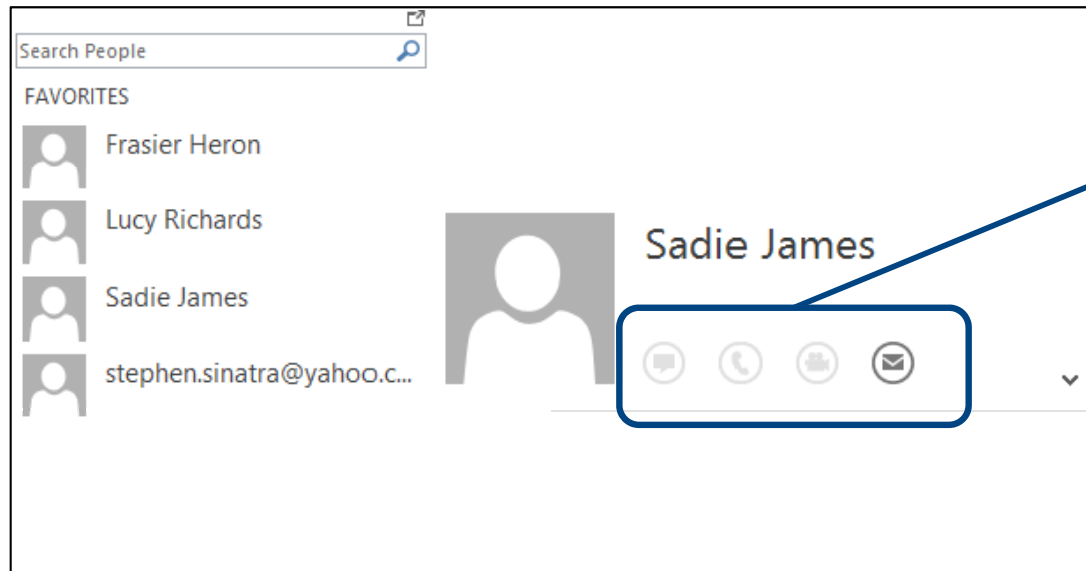


Taking a
“peek” at
your favorite
contacts

Managing People

■ People toolbar

- Use it to chat, call, schedule a meeting, or send an email



People toolbar actions

Open the People Card

Working with Contacts

- Store contact information in Outlook
 - More than just name and email address!

The screenshot displays the Microsoft Outlook 'Mary McKay - Contact' window. The ribbon at the top includes tabs for File, Contact, Insert, Format Text, Review, and Nuance PDF. The 'Contact' tab is active, showing various action buttons like 'Save & Delete', 'Save & Forward', and 'OneNote'. The contact information is organized into sections: General (Name, Company, Job title, File as), Internet (Email, Display as, Web page address, IM address), Phone numbers (Business, Home, Business Fax, Mobile), and Addresses (Business, Mailing address). A summary card on the right displays the contact's name, company, job title, and contact information. A 'Notes' section is also visible at the bottom right.

Mary McKay - Contact

File | **Contact** | Insert | Format Text | Review | Nuance PDF | Tell me what you want to do

Actions: Save & Delete Close, Save & Forward New, OneNote

Show: General, Details, Certificates, All Fields

Communicate: Email, Meeting, More

Names: Address Book, Check Names

Options: Business Picture Card

Tags: Categorize, Follow Up, Private, Zoom

General

Full Name...: Mary McKay

Company: From Shelter to Home

Job title: Bookkeeper

File as: McKay, Mary

Internet

Email...: Mary.McKay@mail.com

Display as: Mary McKay (Mary.McKay@mail.com)

Web page address:

IM address:

Phone numbers

Business...: (503) 555-7856

Home...:

Business Fax...:

Mobile...:

Addresses

Business...:

☐ This is the mailing address

Map It

Mary McKay
From Shelter to Home
Bookkeeper
(503) 555-7856 Work
Mary.McKay@mail.com

Notes

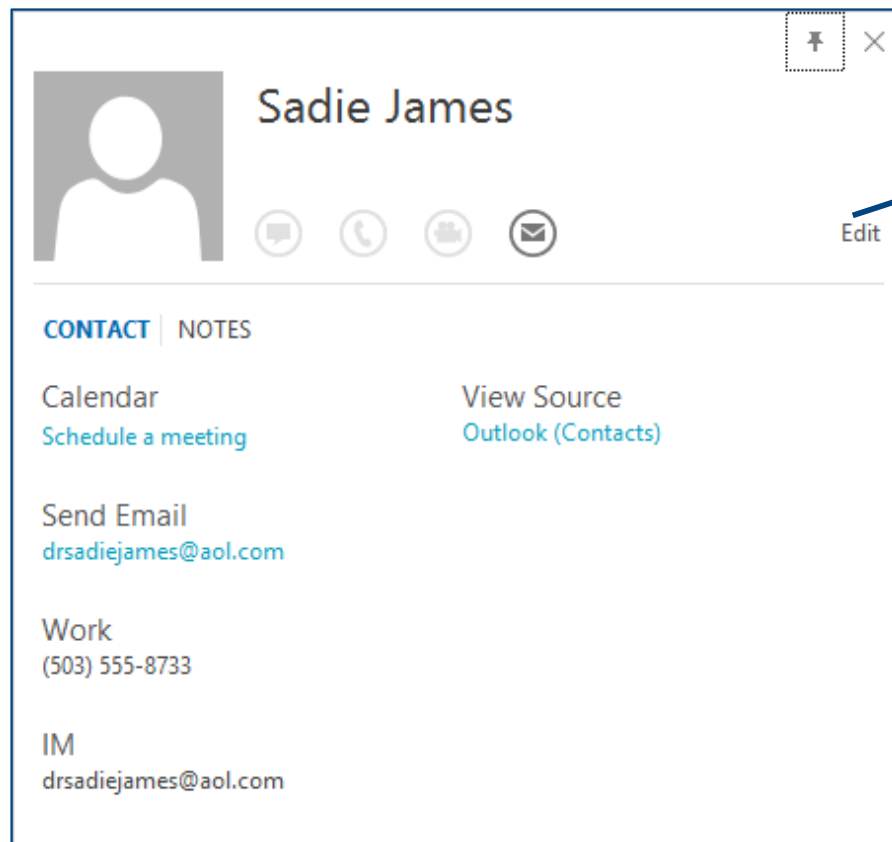
Working with Contacts

- Create a new contact by adding the sender of an incoming message to your contacts
 - Right-click and choose Add to Outlook Contacts

Working with Contacts

■ People Cards

- Can be accessed from a variety of places in Outlook
- Edit contact information here.



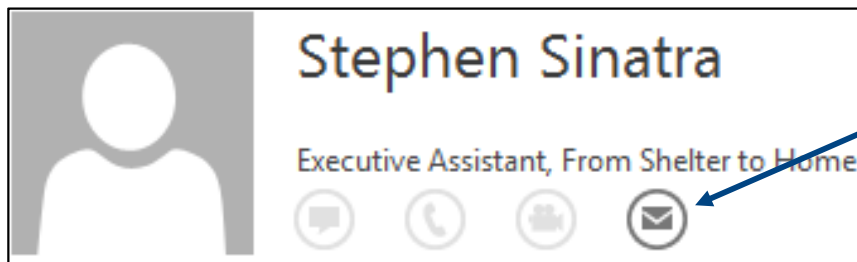
**Edit the contact's
information**

Working with Contacts

- Sort and rearrange contacts
 - Click any column head to sort the list in ascending order; click again to sort in descending order
 - Click and drag to move columns

Working with Contacts

- Send messages using the Contacts list
 - Email button on the People toolbar (People view)



- Email button in the Communicate group (other views)

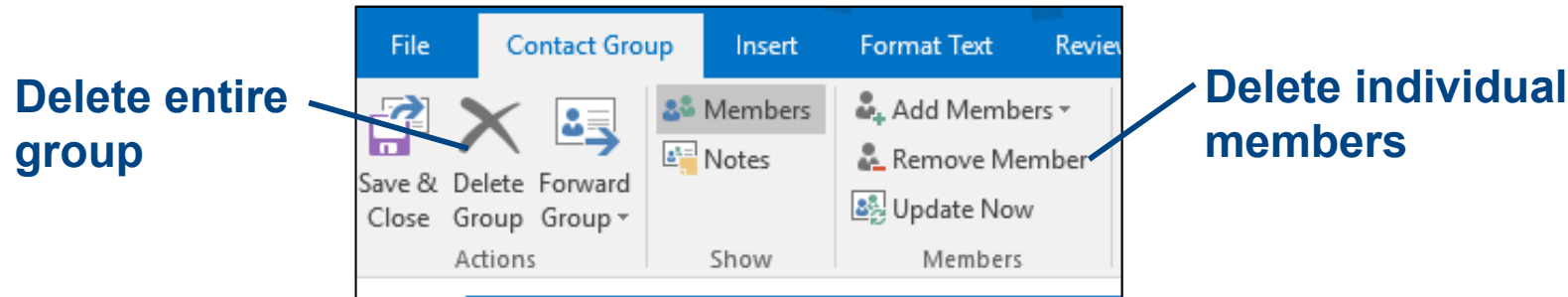
Working with Contact Groups

- Contact groups let you efficiently send numerous messages to the same group of people
 - Home > New > New Contact Group
 - Give a unique name to the list
 - Add members
- Send a message to a group
 - Choose the contact group from the Contacts list, or
 - Type the contact group name in the address box

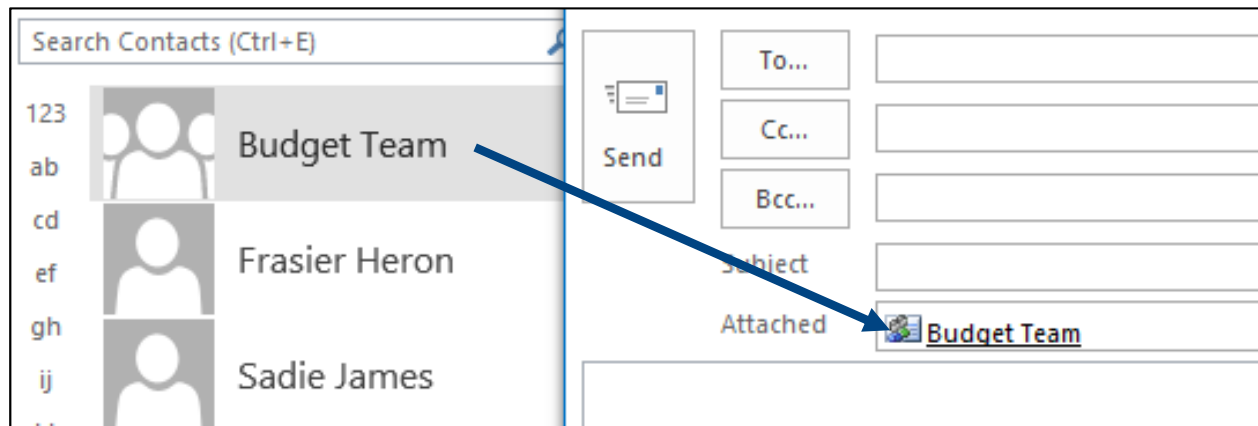


Working with Contact Groups

■ Revise a contact group



■ Sending a contact group to someone else



Click and drag a contact group (or contact) to an email message to send it as an attachment.

Staying Connected with People

■ People pane

- Keep track of social media updates, emails, files, and meetings for your contacts

