FastCourse Series

Chapter 3: People

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Learning Objectives

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

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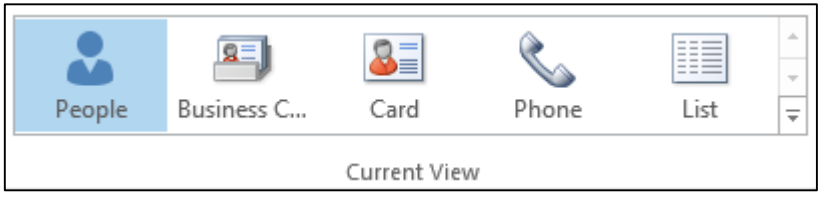
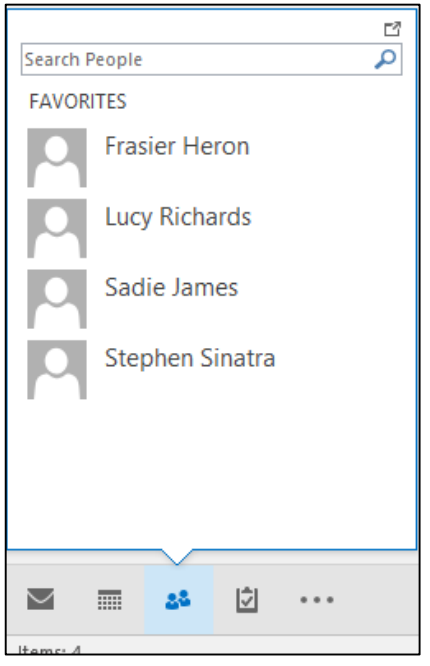
Managing People in Outlook

- Contacts list



Five default views

- Peek



Take a "peek" at your favorite contacts.

You can also peek at your calendar and tasks.

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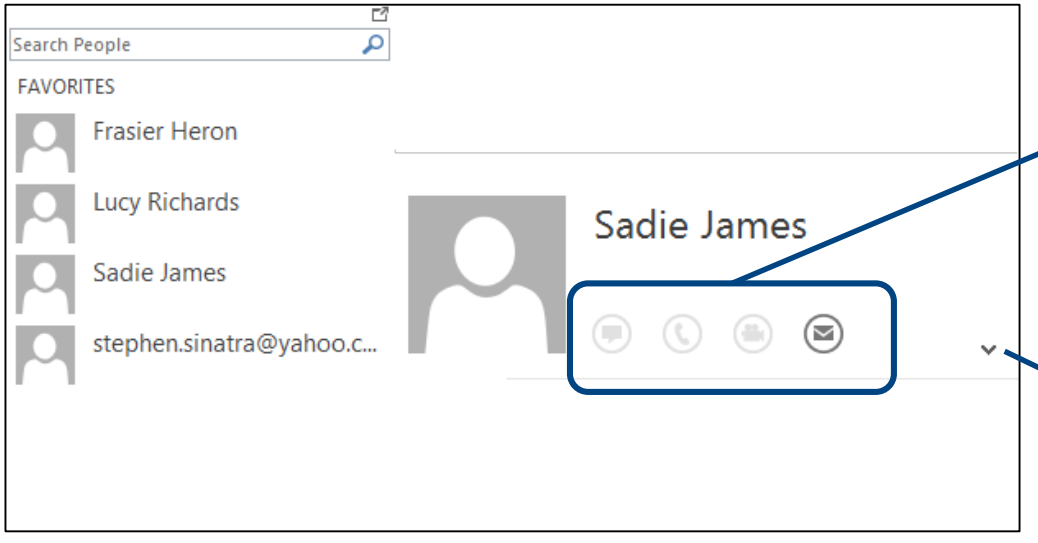
Managing People in Outlook (cont.)

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



People toolbar actions

Open the People Card

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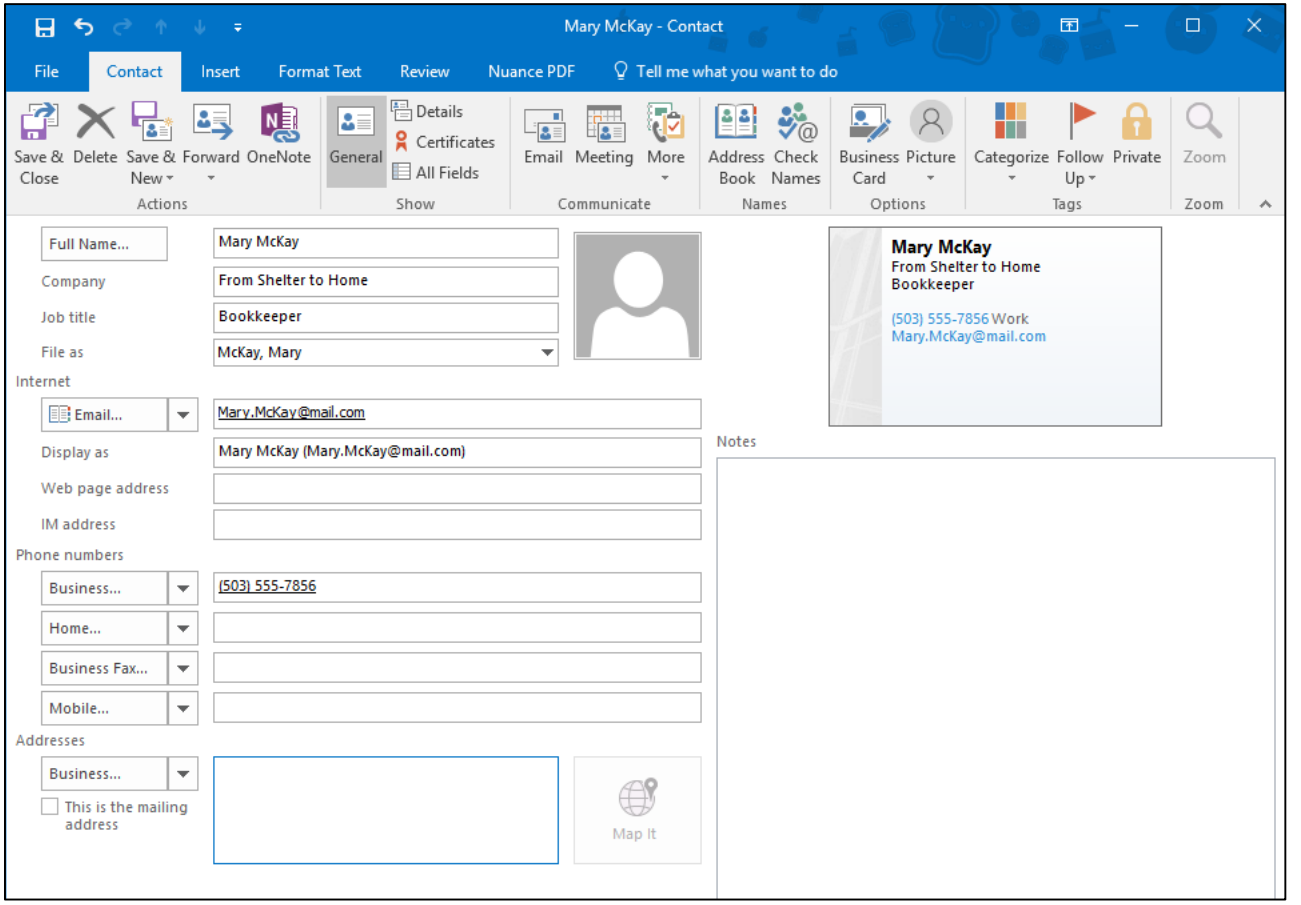
Contacts

- You can store contact information in Outlook.
  - You can save more than just a name and email address!



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Contacts (cont.)

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

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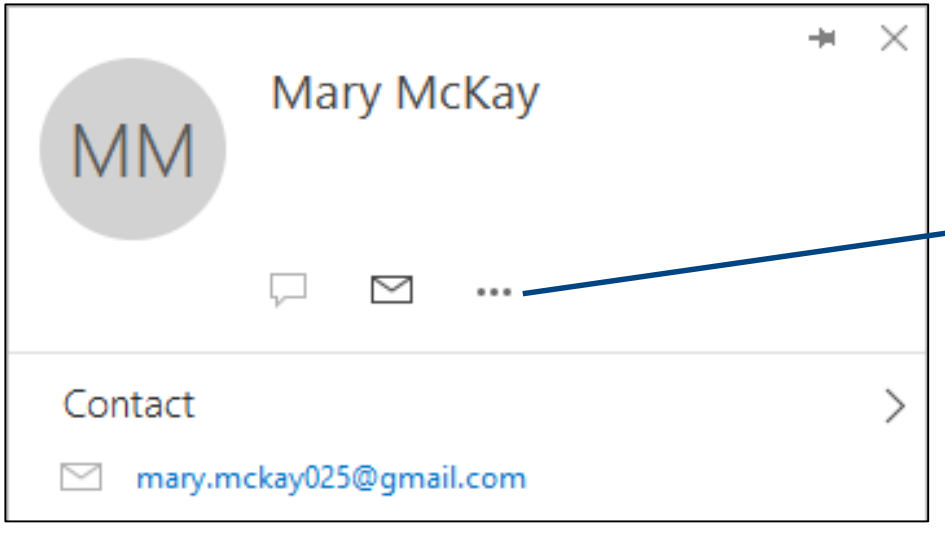
Contacts (cont.)

- Contact Cards
  - These are snapshots of all information for a person.
  - Click the drop-down arrow to access one.
  - Edit contact information here:



Click the ellipses to edit the contact.

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Contacts (cont.)

- You can sort and rearrange contacts.
  - Click any column head to sort the list in ascending order; click again to sort in descending order.
  - You can change the order in which the columns appear.

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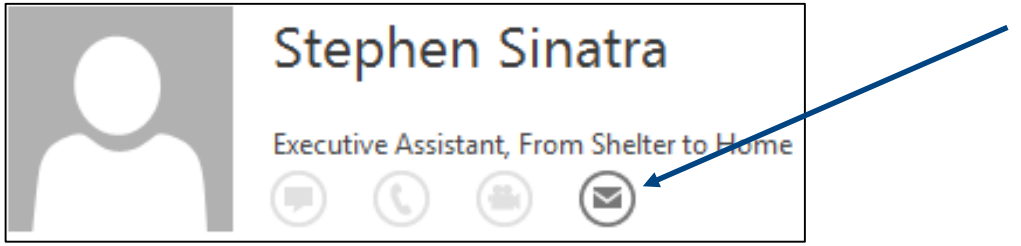
Contacts (cont.)

- You can send messages using the Contacts list.
  - Click the Email button on the People toolbar (People view).



  - Click the Email button in the Communicate group (other views).

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Contact Groups

- Contact groups let you efficiently send numerous messages to the same group of people.
  - Choose Home→New→New Contact Group.
  - Give a unique name to the list.
  - Add the members.
- You can send a message to a group.
  - Choose the contact group from the Contacts list.

  or
  - Type the contact group name in the address box.

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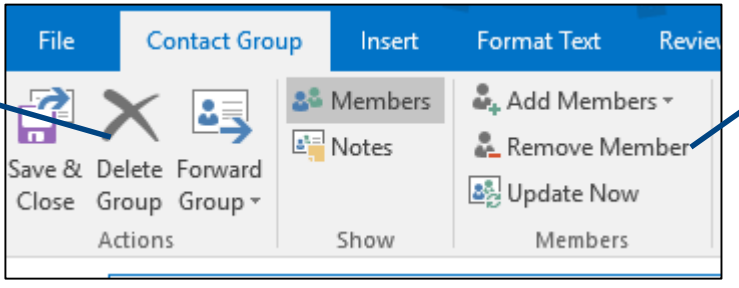
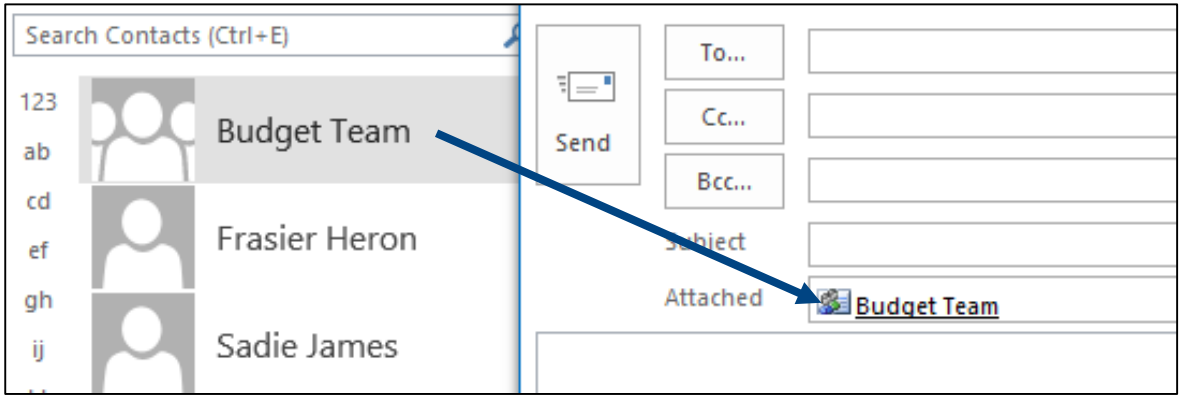
Contact Groups (cont.)

- 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.

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