

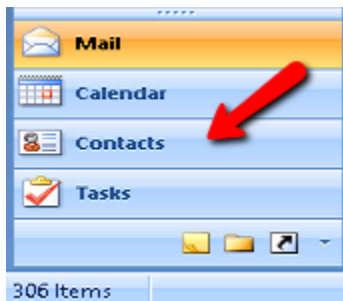
Verifying and Saving Contacts in Outlook 2007

(This needs to be done prior to the upgrade on the weekend of March 20th)

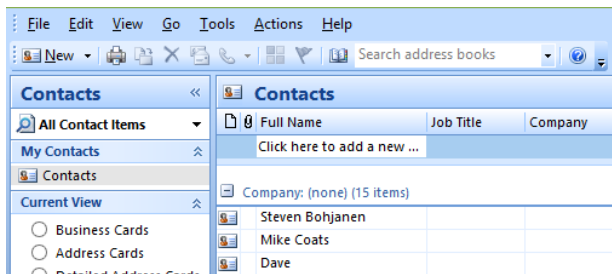
***Please update any non-KRESA contacts. The dropdown/autofill when entering email addresses is a handy feature, but it is NOT a contact list. After this migration process, your autofill will NOT be available.

- The KRESA global address book will be available after the upgrade.

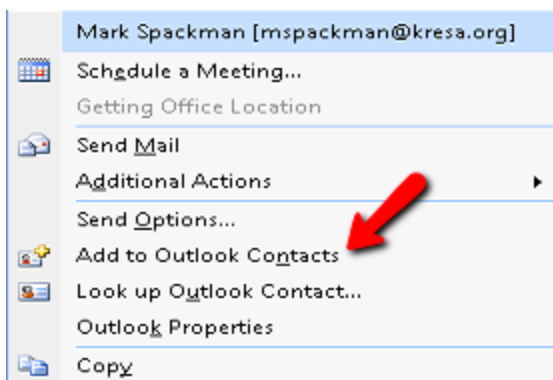
1. Open Outlook 2007
2. Select “Contacts” in the lower left-hand side of the screen.



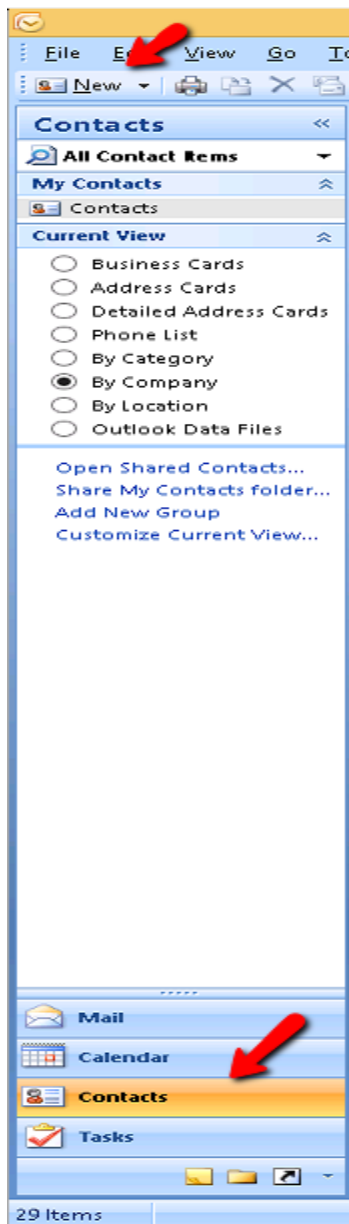
3. Current contacts are displayed. (These contacts are already saved, no need to recreate)



4. To add a contact. Open an email, right-click on email address and choose “Add to Outlook Contacts.”



5. If an email address is not present, select “New”, while in Contacts tab.



6. Enter in new contact information and click “Save & Close”

