

## Verifying and Saving Contacts in Outlook 2013

(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.

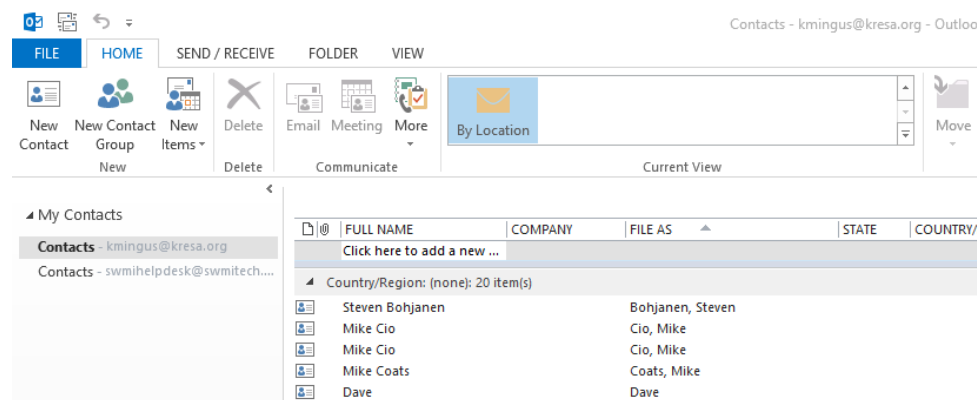
- The KRESA global address book will be available after the upgrade.

1. Open Outlook 2013

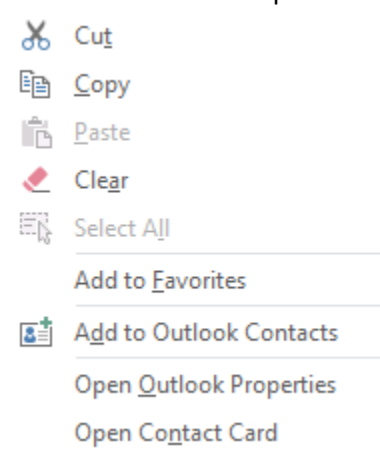
2. Select "People" in the lower left-hand side of the screen.



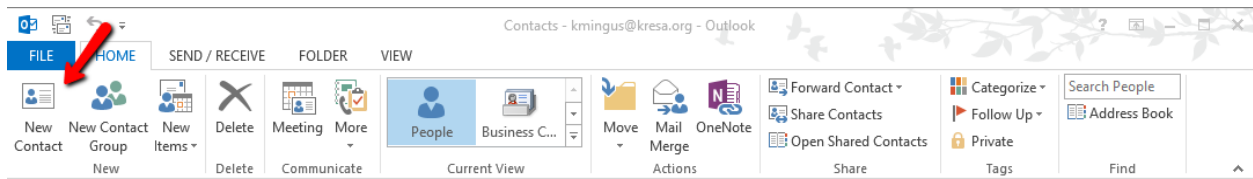
3. Current contacts are displayed. (These contacts are already saved, no need to recreate)




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 Contact” while in the “People” tab.



6. Enter in new contact information

Full Name...	<input type="text"/>	
Company	<input type="text"/>	
Job title	<input type="text"/>	
File as	<input type="text"/>	
Internet	<input type="text"/>	
E-mail...	<input type="text"/>	

7. Click “Save”



8. There is also a shortcut to create contacts. Hold down CTRL, SHIFT, & C, all at once. This brings up the new contact dialog box.