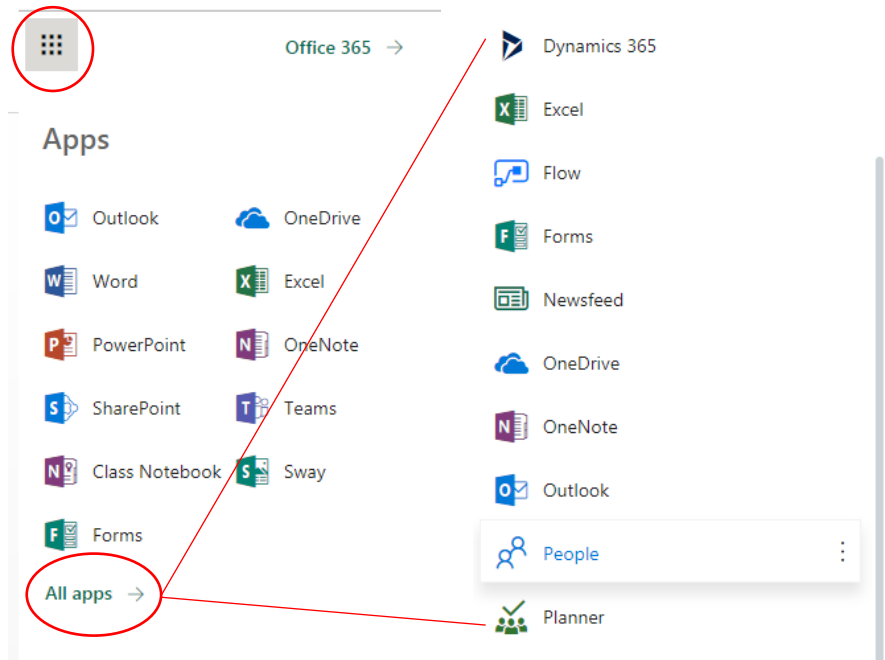




## Create a Personal Contact

- 1) Select "People" from the list of available Apps. If "People" is not listed in the most frequently used list of app, select "All apps" and a listing of all app on your account will appear, scroll down this list and select "People"





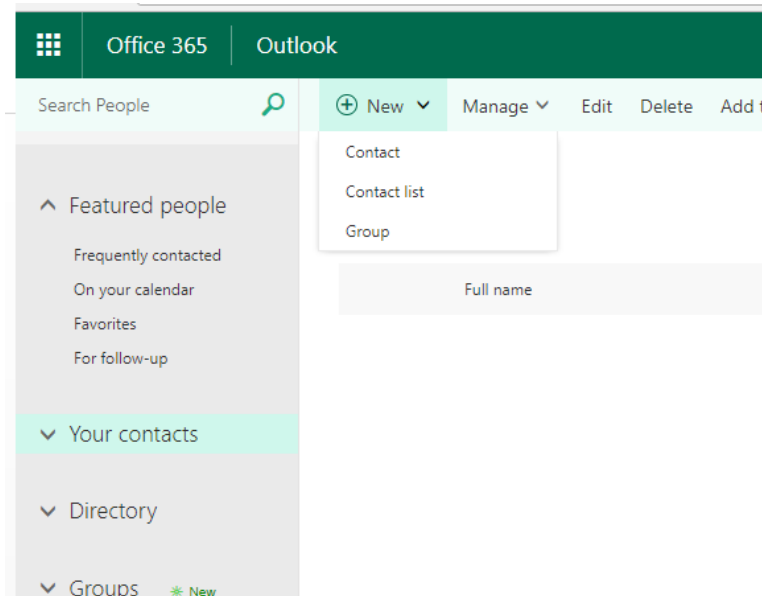
2) Select “Your contacts”, Expand “New” and select “Contact”.

Note:

A contact is an entry in your personal contact list for an individual

A contact list is a personal mailing list that contains numerous email addresses so that when mail is sent to the mail list, each individual listed in the contact list will receive a copy of the email

A group will permit the sharing of a posting, such as on forums. The individuals listed in a group will not receive the actual posting, but will receive a notice that a posting has been made and will contain a link back to your group. The individuals then link back to your group to view the posting and may add comments, or additional information.





3) Enter the appropriate information and select "Save" when complete.

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Save Cancel

### Add contact

Name

First name  
Any

Last name  
Body

+ Name

Email

Email  
Anywhere@dot.com

Display as

+ Email

4) The contact is now saved in the personal contacts.

Office 365 Outlook Information on Ph

Search People

+ New | Manage | Edit | Delete | Add to Favorites | Lists | Pin this view

### Your contacts

1 of 3 selected

<input type="checkbox"/>	Full name	Email address
<input type="checkbox"/>	Any Body	anywhere@dot.com

Featured people

- Frequently contacted
- On your calendar
- Favorites
- For follow-up

Your contacts

Directory