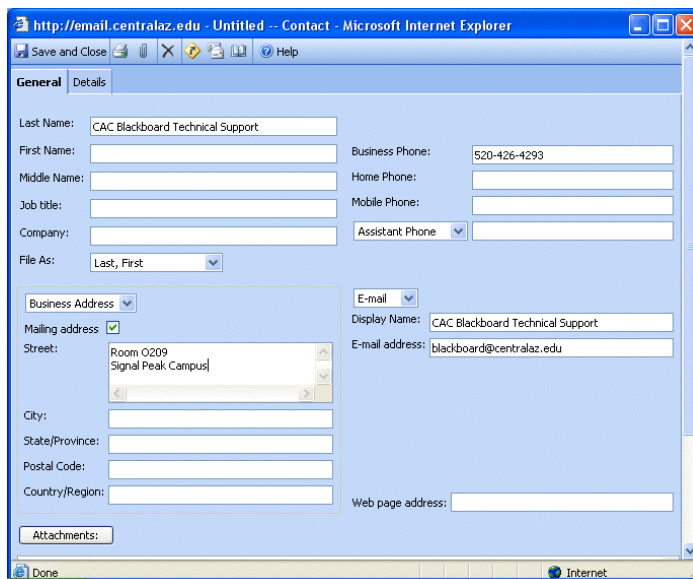


## Adding Addresses to the CAC Student E-mail Address Book (Adding Contacts)

The address book is where you save the e-mail address of the people you send messages to most often. The people in your address book are called “Contacts”. If you add the e-mail addresses of your instructors to your contacts, you will always have the correct e-mail address.

To add a Contact to your address book click on the “**Contacts**” button in the Outlook Menu. Click “**New**” on the Contacts Toolbar.

A black “**Contact Card**” window will open.



You can fill in as much or as little information in the Contact Card as you like, but you must at enter at least a last name.

Fill in the information and then click on “**Save and Close**” (upper left corner).

You can add to your address book (your contact list) from a message you are reading.

Open the message and the double click on the address in the “**From:**” field.

Click “**Add to Contact**” in the E-mail Properties dialog box.

Follow the steps above for adding an entry to your address book.

Click “**Close**” to exit the E-mail Properties dialog box.

