



THE UNIVERSITY OF WINNIPEG

Outlook Web Access 2016

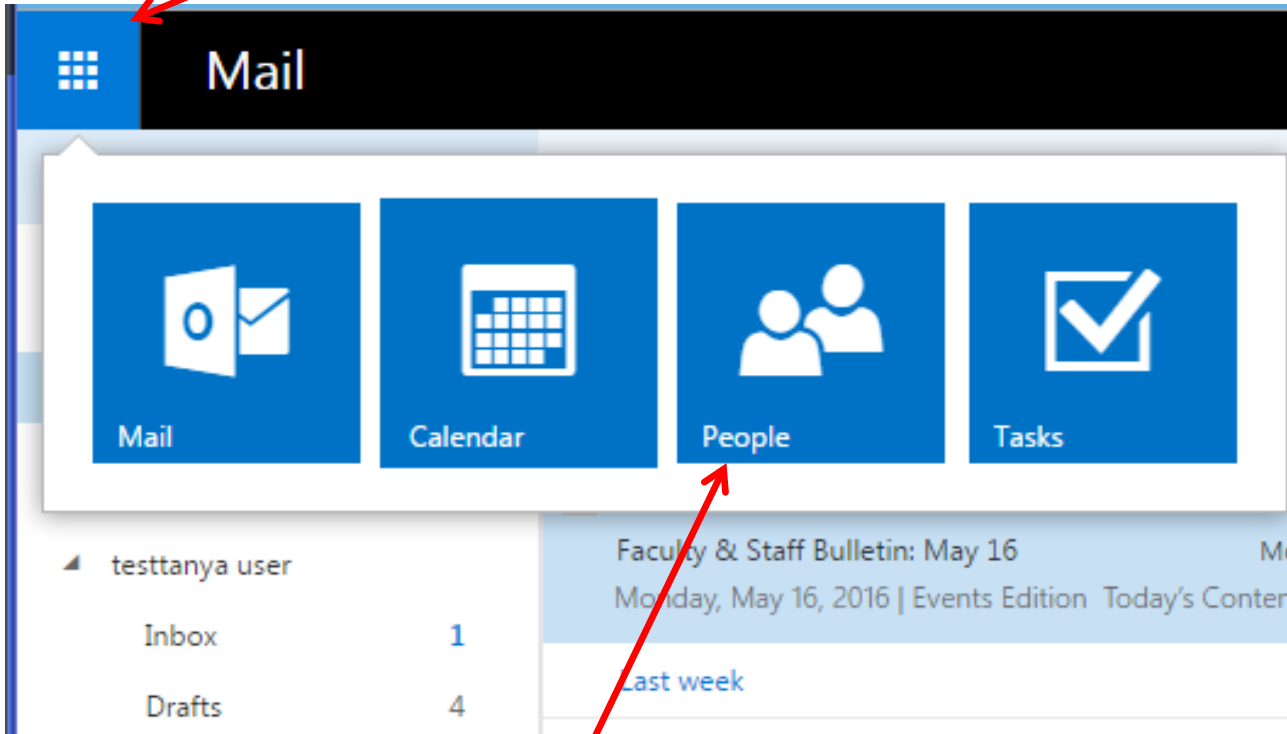
Contacts



DISCOVER · ACHIEVE · BELONG

Contacts

Click on the box here



Click on People

Contacts Cont'd

Use *Find Someone* to search for a contact

The screenshot displays the Microsoft People application interface. At the top, the title bar reads "People". Below it is a search bar labeled "Search People" with a magnifying glass icon. To the right of the search bar are buttons for "New", "Edit", "Delete", "Add to Favorites", "Lists", and "Links (2)".

On the left side, there is a navigation pane with a "My contacts" section and a "Directory" section. Under "My contacts", there is a "Contacts" link. Under "Directory", there are "UofW Rooms" and "UofW AL" links. A red arrow points from the "Contacts" link to a red-bordered box containing the text "Contacts are your personal contacts".

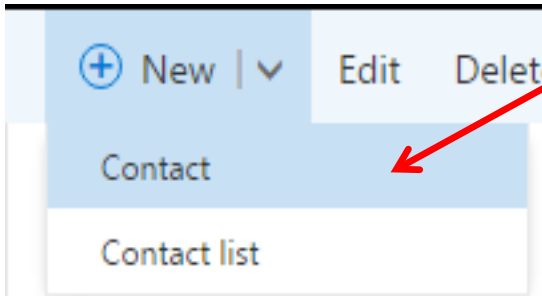
The main area shows a list of contacts. The first contact is "OTTO OTTO" with a purple profile picture. Below it is another "OTTO OTTO" contact with a purple profile picture. Further down are contacts with initials "S", "SD" (Service Desk), "t", and "TA" (Tanya Anania). A red arrow points from the "TA" contact to a red-bordered box containing the text "Details of each contact".

On the right side, there is a detailed view of the selected "OTTO OTTO" contact. It shows a purple profile picture with the name "OTTO OTTO". Below the name are tabs for "Contact", "Notes", and "Organization". Under the "Contact" tab, there are sections for "Email" (Email: otto@uwinnipeg.ca), "Phone" (Business: TBD), "Showing data from" (Outlook), and "Work".

Contacts are your personal contacts

Details of each contact

New Contact

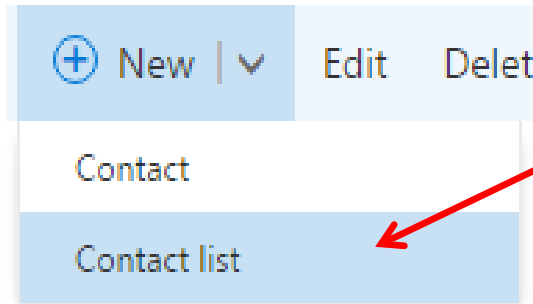


Select *New* in the Contact Window

Fill in the required fields

A screenshot of a 'Add contact' form. The form has a light blue header with 'Save' and 'Cancel' buttons. The main title is 'Add contact'. Below the title, there are several sections: 'Name' with 'First name' and 'Last name' input fields; 'Email' with an 'Email' input field and a 'Display as' dropdown; 'Phone' with a 'Business' input field; 'IM' with an 'IM' input field; and 'Work' with an input field. Each section has a plus icon and the section name. A red arrow points from the text box to the 'Email' input field.

New Contact List



Select *New Contact list* in the Contact Window

Name your list and add the members

A screenshot of a 'New Contact List' dialog box. The dialog has a light blue header with a 'Save' button and a 'Cancel' button. Below the header, there are three main sections: 'List name' with a text input field, 'Add members' with a text input field, and 'Notes' with a larger text area. A red arrow points from a text box to the 'List name' input field.

Note that when adding members just start typing and it will find the members from your contacts group




Add a new Contact from email

The screenshot shows an email client interface. On the left is the 'Inbox' pane with a list of emails. The main pane shows an email from 'HD Schedule' with a green contact icon. A context menu is open over the contact icon, with the 'Add' button circled in red. A red box highlights the 'Add to contacts' button in the context menu. Another red box highlights the 'Add' button in the context menu. A third red box contains a tip about editing details and saving.

Annotations:

- Click on the contact for the sender
- Click on Add to contact
- A window will come up and you can edit the details and click on save

Tip: 

Add a new Contact from address book

The screenshot shows a contact management interface. At the top, there is a search bar labeled "Search People" and a navigation bar with "New", "Add to contacts", and "Lists". The left sidebar shows a tree view with "My contacts" and "Directory" expanded to "UofW AL". The main area displays a list of contacts under the heading "UofW AL BY DISPLAY NAME". The contacts listed are:

- W 0W01
- AM Aaron Moore (highlighted)
- AR Aaron Richard Frost
- AW Aashish Wadhawan
- AF Ab Freig
- AE Abdinur Farah Hassan

On the right, a contact profile is shown for "AM Aaron Moore". It includes tabs for "Contact", "Notes", and "Organization". The "Email" section is visible, showing "Business: 786-9387". The "Work" section shows "Job title: Assistant Professor", "Department: Political Science", "Office: 6L08", and "Directory".

Red callout boxes and arrows provide instructions:

- A box at the top right says "Click on Add to contacts" with an arrow pointing to the "Add to contacts" button.
- A box on the right says "Click on the contact you wish to add" with an arrow pointing to the "AM Aaron Moore" contact row.
- A box at the bottom left says "A window will come up and you can edit the details and click on save" with a lightbulb icon labeled "TIP".