

Create a contact

▼ Create a contact

1. On the **File** menu, point to **New**, and then click **Contact**.
2. Type a name for the contact.
3. Enter the information you want to include for the contact.
 - You can specify how you want the contact's name to appear in the To: line of a message by typing the name in the **Display As** box.
 - You can specify the contact's instant messaging address in the **IM address** box.
 - To enter multiple entries in a field, such as more than one address or e-mail address, click the down arrow next to the field.
 - If you have more than one address for a contact, to establish which address is used during mail merge, select the **This is the mailing address** check box.

▼ Create a contact from an e-mail message you receive

1. Open or preview the e-mail message that contains the name you want to add to your contact list.
2. Right-click the name of the sender you want to make into a contact, and then click **Add to Contacts** on the shortcut menu.

Notes: In Outlook, there isn't an option to have contact information automatically added to Contacts or Address Book when you reply to them.