

Slide 1 - Slide 1



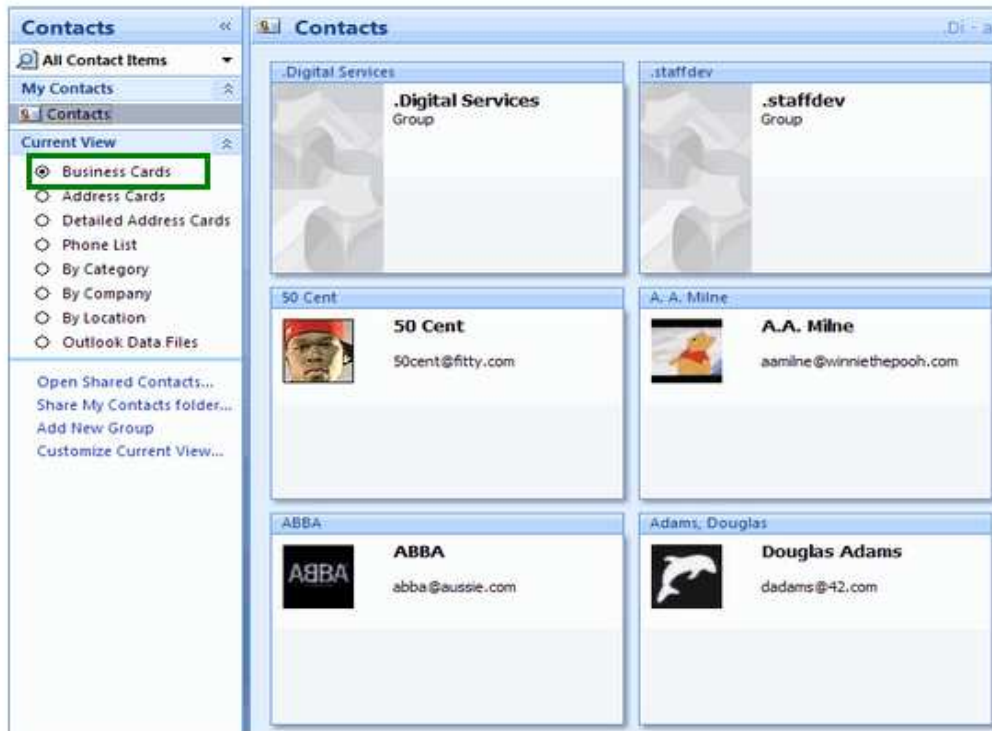
Notes

Slide 2 - Slide 2



Viewing Contacts

The new default view for contacts is the **Business Card View**. It is a graphical representation of each contact.

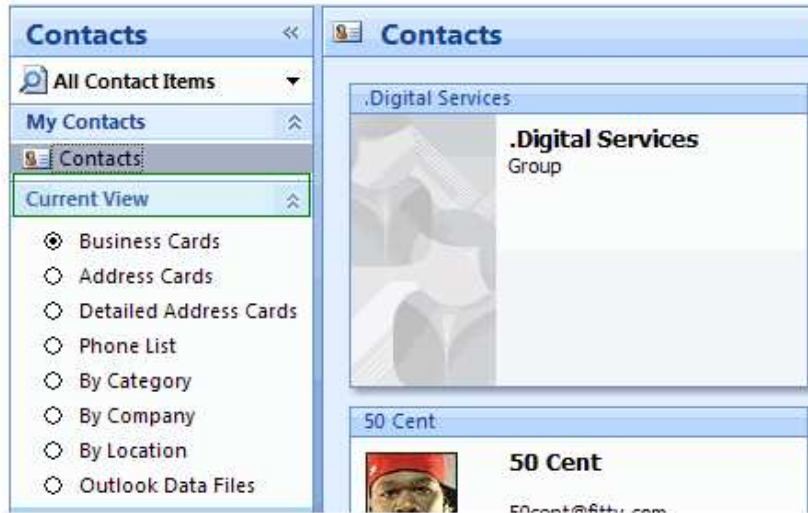


Notes

Slide 3 - Slide 3

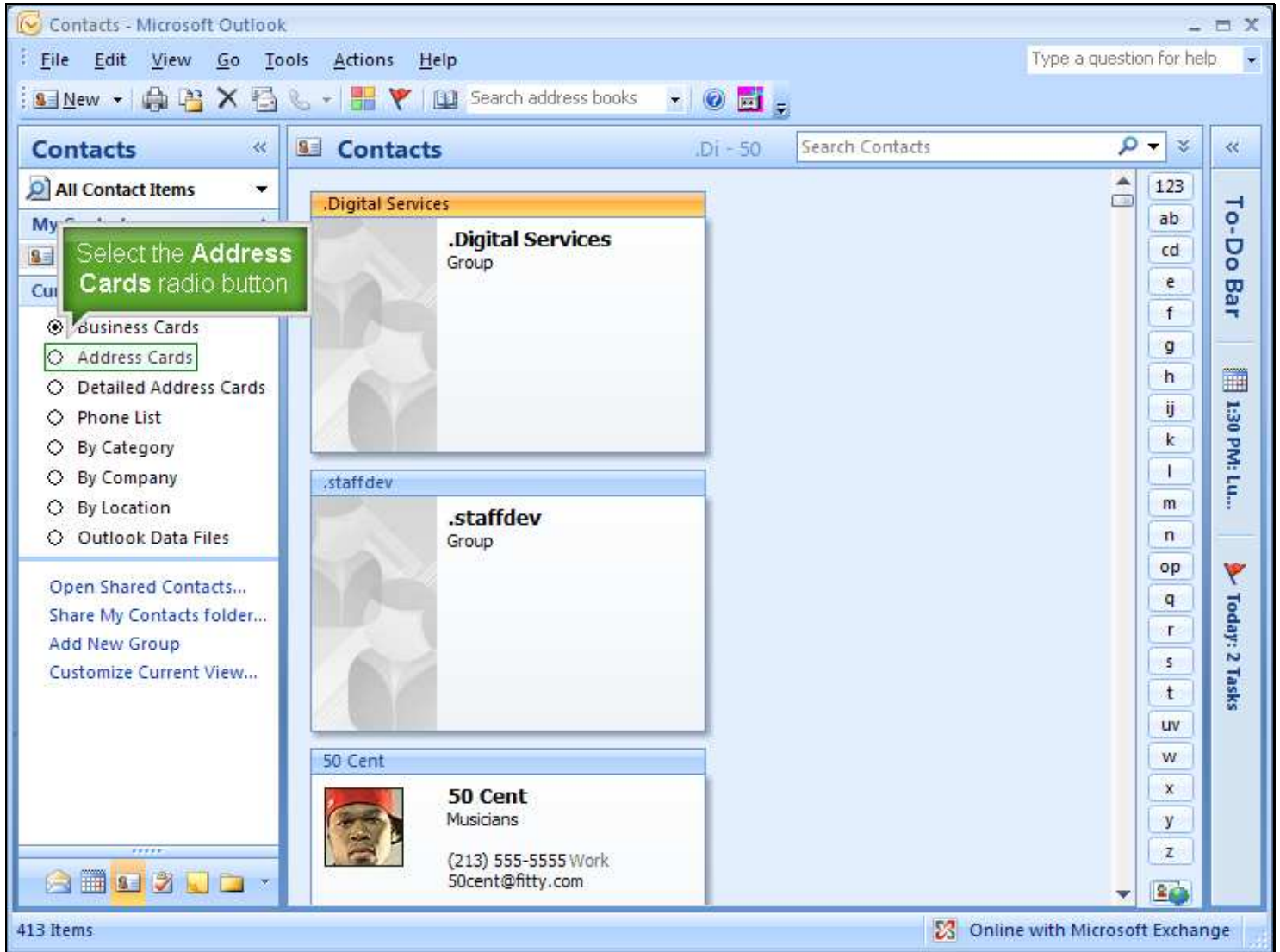


To change the view, choose from the list under Current View.



Notes

Slide 4 - Slide 4



Notes

Slide 5 - Slide 5

Contacts - Microsoft Outlook

File Edit View Go Tools Actions Help

Type a question for help

Contacts .Di - Ang Search Contacts

Current View

- Business Cards
- Address Cards
- Detailed Address Cards
- Phone List
- By Category
- By Company
- By Location
- Outlook Data Files

Select the **Detailed Address Cards** radio button

413 Items Online with Microsoft Exchange

Notes

Slide 6 - Slide 6

Contacts - Microsoft Outlook

File Edit View Go Tools Actions Help

Type a question for help

Contacts .Di - All Search Contacts

All Contact Items

My Contacts

Contacts

Current View

- Business Cards
- Address Cards
- Detailed Address Cards
- Phone List
- By Category
- By Company
- By Location
- Outlook D...

Open Shared Contacts...
Share My Contacts folder...
Add New Group
Customize Current View...

413 Items

Online with Microsoft Exchange

To-Do Bar
1:30 PM: Lu...
Today: 2 Tasks

.Digital Services
Full Name: .Dig...

.staffdev
Full Name: .staf...

50 Cent
Full Name: 50 C...
Company: Mus...
Business: USA
Business: (213...

A. A. Miine
Full Name: A. A...
Company: Aut...
Business: Gre...
Business: (020...
E-mail: aam...
Categories: Blu...

ABBA
Full Name: ABBA
Business: Aus...
Business: 180...
E-mail: abb...
Categories: Ora...

Adams, Douglas
Full Name: Dou...
Company: Aut...
Business: Gre...
Business: (202...
E-mail: dad...
Categories: Blu...

agreenland
Full Name: agr...
E-mail: agr...

alddispatch Mailing List
Full Name: ald...
E-mail: ald...

Alex Mazin
Full Name: Alex...
E-mail: ama...

Alexandra Fritzsche
Full Name: Alex...
E-mail: afrit...

Alice Epps
Full Name: Alic...
E-mail: aep...

Alice Kober
Full Name: Alic...
E-mail: ako...

Alison Corcorain
Full Name: Alis...
E-mail: acor...

Alison Goffredi
Full Name: Alis...
E-mail: ago...

Alison Grapko
Full Name: Alis...
E-mail: agr...

Allene McCall
Full Name: Alle...
E-mail: amc...

Notes

Slide 7 - Slide 7

Contacts - Microsoft Outlook

File Edit View Go Tools Actions Help

Type a question for help

New [Icons] Search address books

Contacts

All Contact Items

My Contacts

Contacts

Current View

- Business Cards
- Address Cards
- Detailed Address Cards
- Phone List
- By Category**
- By Company
- By Location
- Outlook Dat

Select the **By Category** radio button

Full Name	Company	File As	Business P...	Business Fax	Home Pho...	Mobil
Christine Gruen...		Gruenenwald, Christi...	303-771-3...			
ABBA		ABBA	1800 819 5...			
50 Cent	Musicians	50 Cent	(213) 555-5...			
Douglas Adams	Authors	Adams, Douglas	(202) 588-6...			
A. A. Milne	Authors	A. A. Milne	(020) 8563 ...			
Austin Healy		Austin Healy				
Oliver Sanidas		Oliver Sanidas				
Anna Ababinsk...		Anna Ababinskaya				
		ty Cervene				
		Annette Choszyk				
		ison Craig				
Alice Epps		Alice Epps				
Alison Goffredi		Alison Goffredi				
Alison Grapko		Alison Grapko				
Ann Keller		Ann Keller				
Annette Klinge...		Annette Klingensmith				
Alice Kober		Alice Kober				
Andrea Loughry		Andrea Loughry				
Alex Mazin		Alex Mazin				
Allene McCall		Allene McCall				
Allison Panning		Allison Panning				

413 Items

Online with Microsoft Exchange

To-Do Bar

1:30 PM: Lu...

Today: 2 Tasks

Notes

Slide 8 - Slide 8

The screenshot shows the Outlook 2007 interface for the Contacts folder. The 'Current View' pane on the left has the 'By Company' radio button selected. A green callout box with the text 'Select the By Company radio button' points to this button. The main contact list is displayed in a table view with columns for Full Name, Company, File As, and Categories. The contacts are grouped into categories: 'Orange Category' (2 items), 'Blue Category' (2 items), and '(none)' (409 items). The status bar at the bottom indicates '413 Items' and 'Send/Receive Complete'.

Full Name	Company	File As	Categories
Click here to add a new ...			
Categories: Orange Category (2 items)			
50 Cent	Musicians	50 Cent	Orange Category
ABBA		ABBA	Orange Category
Categories: Blue Category (2 items)			
A. A. Milne	Authors	A. A. Milne	Blue Category
Douglas Adams	Authors	Adams, Douglas	Blue Category
Categories: (none) (409 items)			
.Digital Services			
.staffdev			
agreenland		agreenland	
alddispatch Mailing List		alddispatch Mailing List	
Alex Mazin		Alex Mazin	
Alexandra Fritzsche		Alexandra Fritzsche	
Alice Epps		Alice Epps	
Alice Kober		Alice Kober	
Alison Corcorain		Alison Corcorain	
Alison Goffredi		Alison Goffredi	
Alison Grapko		Alison Grapko	
Allene McCall		Allene McCall	

Notes

Slide 9 - Slide 9

Contacts - Microsoft Outlook

File Edit View Go Tools Actions Help

Type a question for help

New [Icons] Search address books

Contacts << Search Contacts

All Contact Items My Contacts Contacts

Current View

- Business Cards
- Address Cards
- Detailed Address Cards
- Phone List
- By Category
- By Company
- By Location
- Outlook Data Files

Open Shared C...
Share My Contacts folder...
Add New Group
Customize Current View...

413 Items

Send/Receive Complete Online with Microsoft Exchange

Full Name	Job Title	Company	File As	Dep
Click here to add a new ...				
Company: Musicians (1 item)				
50 Cent		Musicians	50 Cent	
Company: Authors (2 items)				
A. A. Milne		Authors	A. A. Milne	
Douglas Adams		Authors	Adams, Douglas	
Company: (none) (410 items)				
Digital Services				
.Digital Services				
Libnet				
.staffdev				
Kerber, Sheila				
Joanne Laguardia				
Nye, Cynthia				
ABBA				
agreenland				
blichtenstein				
Tenny, Bob				
bpinhas				
bpintaric				

Notes

Slide 10 - Slide 10

Contacts - Microsoft Outlook

File Edit View Go Tools Actions Help

Type a question for help

Search Contacts

Full Name	Company	File As	State	Country
Click here to add a new ...				
Country/Region: USA (1 item)				
50 Cent	Musicians	50 Cent		USA
Country/Region: Great Britain (2 items)				
A. A. Milne	Authors	A. A. Milne		Great Br
Douglas Adams	Authors	Adams, Douglas		Great Br
Country/Region: Australia (1 item)				
ABBA		ABBA		Australia
Country/Region: (none) (409 items)				
.staffdev		.staffdev		
Sheila Kerber (CR)		Kerber, Sheila		
Joanne Laguardia		Joanne Laguardia		
Cynthia Nye		Nye, Cynthia		
agreenland		agreenland		
blichtenstein		blichtenstein		
Bob Tenny		Tenny, Bob		

Current View

- Business Cards
- Address Cards
- Detailed Address Cards
- Phone List
- By Category
- By Company
- By Location
- Outlook Data Files

Select the Outlook Data Files radio button

413 Items Online with Microsoft Exchange

Notes

Slide 11 - Slide 11

The screenshot shows the Outlook 2007 interface with the Contacts folder selected. The main pane displays a list of 413 items, including groups like '.Digital Services' and '.staffdev', and individual contacts such as '50 Cent', 'A. A. Milne', 'ABBA', 'Douglas Adams', 'agreenland', 'alddispatch Mailing List', 'Alex Mazin', 'Alexandra Fritzsche', 'Alice Epps', 'Alice Kober', 'Alison Corcorain', 'Alison Goffredi', 'Alison Grapko', 'Allene McCall', 'Allison Craig', 'Allison Panning', and 'Allison Roberts'. The status bar at the bottom indicates '413 Items' and 'Online with Microsoft Exchange'.

Full Name	Company	File As	Business Phone
Click here to add a new ...			
Outlook Data File: (none) (413 items)			
.Digital Services		.Digital Services	
.staffdev		.staffdev	
50 Cent	Musicians	50 Cent	(213) 555-5555
A. A. Milne	Authors	A. A. Milne	(020) 8563 3222
ABBA		ABBA	1800 819 532
Douglas Adams	Authors	Adams, Douglas	(202) 588-6500
agreenland		agreenland	
alddispatch Mailing List		alddispatch Mailing List	
Alex Mazin		Alex Mazin	
Alexandra Fritzsche		Alexandra Fritzsche	
Alice Epps		Alice Epps	
Alice Kober		Alice Kober	
Alison Corcorain		Alison Corcorain	
Alison Goffredi		Alison Goffredi	
Alison Grapko		Alison Grapko	
Allene McCall		Allene McCall	
Allison Craig		Allison Craig	
Allison Panning		Allison Panning	
Allison Roberts		Allison Roberts	
Alison Corcorain		Alison Corcorain	

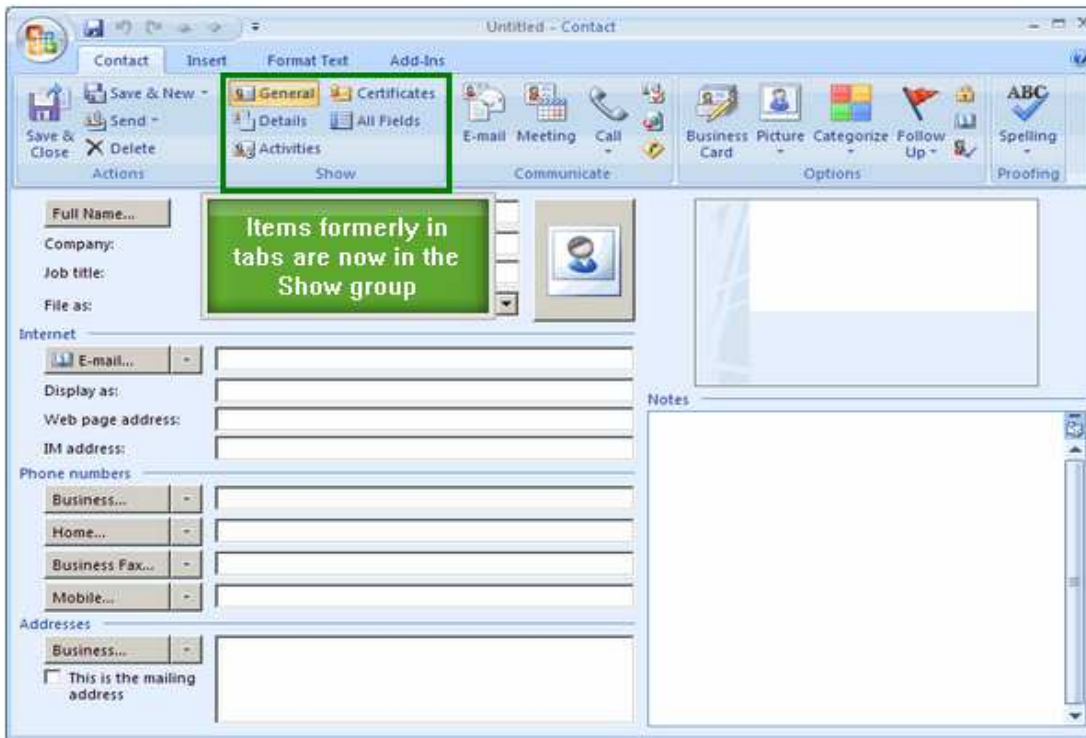
Notes

Slide 12 - Slide 12



Adding Contacts

The process of adding contacts in Office 2007 is the same. The layout of the Contact window is slightly different.



Notes

Slide 13 - Slide 13

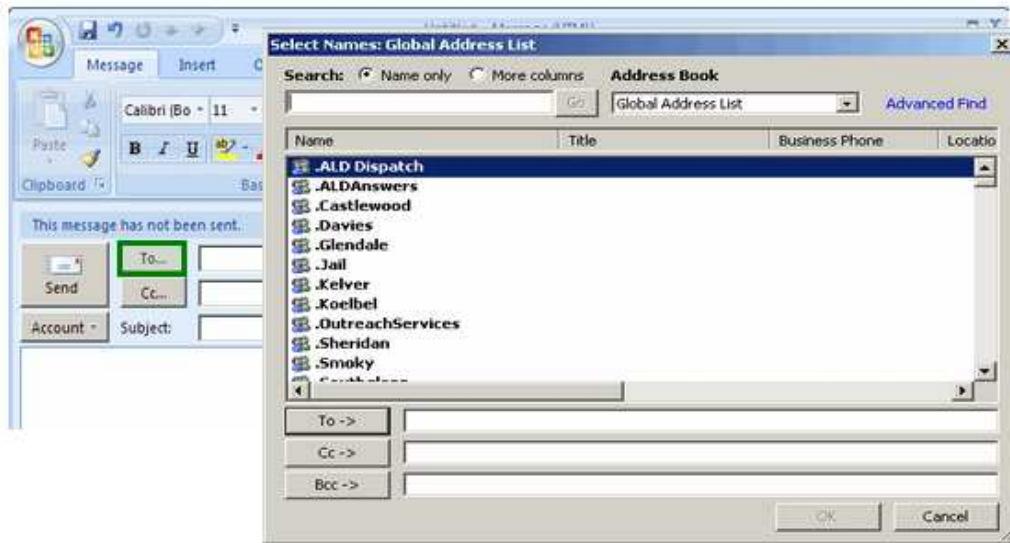


Using Contacts

The process of adding contact recipients to email messages has also remained the same.

Click **To...**

Search for and select the Contact from the list



Notes

Slide 14 - Slide 14

This is the last slide.

Notes
