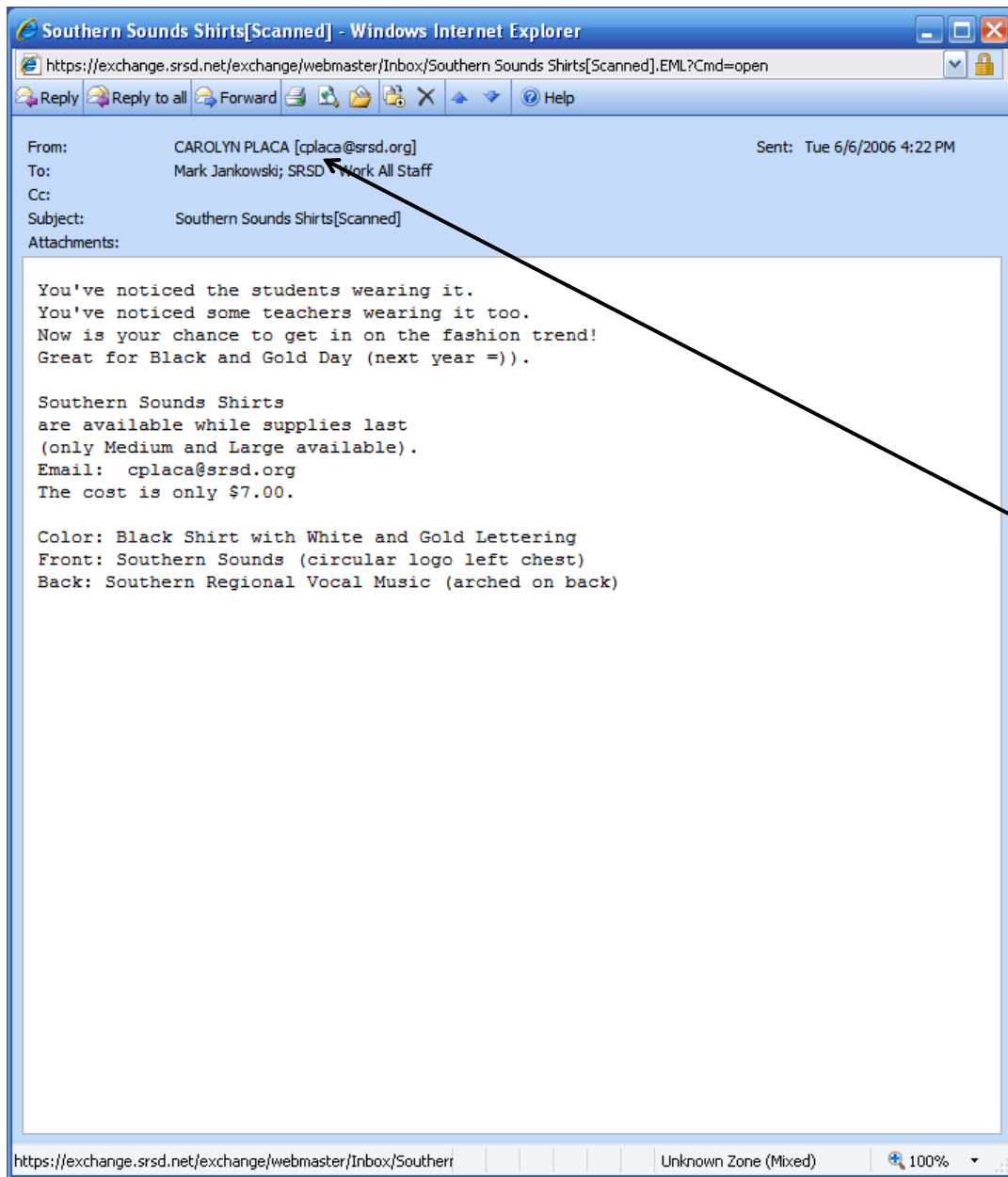
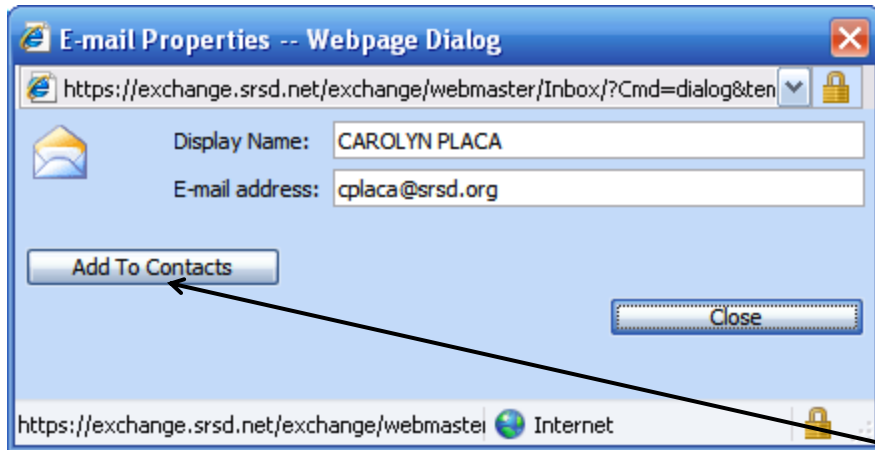


Add recipients to your
contact list in OWA 2003



Once you have the e-mail message open, Double Click on the recipient that you would like to add to your contact list. A dialog box will appear.



Click on Add to Contacts to add the recipient to your contact list. The add contact dialog box will appear.

Untitled -- Contact - Windows Internet Explorer

https://exchange.srsd.net/exchange/webmaster/Contacts/?Cmd=new&mailtoaddr=%43%41%52%4f%4c%59%4e%20%50%4c

Save and Close

General Details

Last Name:

First Name:

Middle Name:

Job title:

Company:

File As:

Business Address

Mailing address

Street:

City:

State/Province:

Postal Code:

Country/Region:

Business Phone:

Home Phone:

Mobile Phone:

Assistant Phone

E-mail

Display Name:

E-mail address:

Web page address:

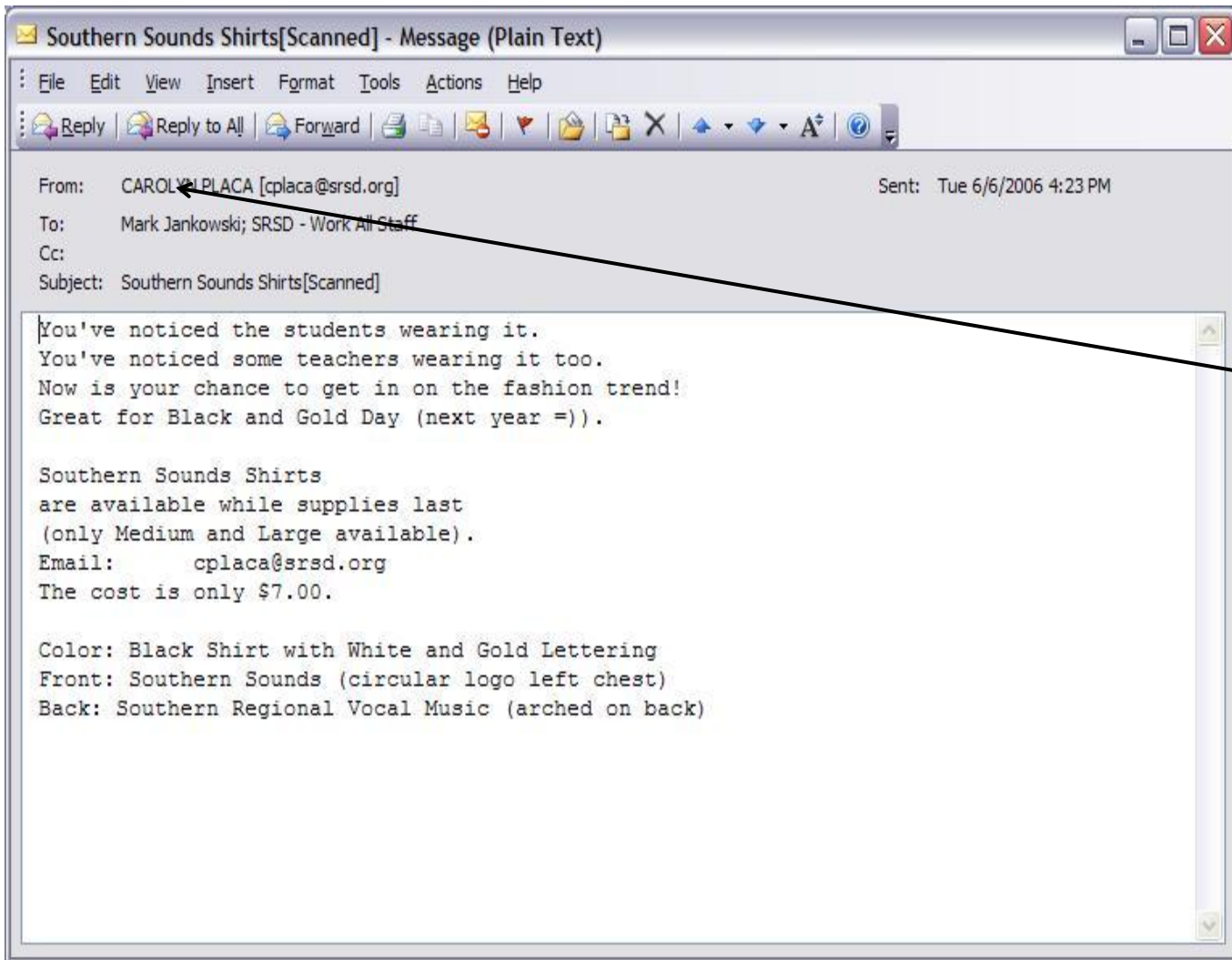
Attachments:

Done

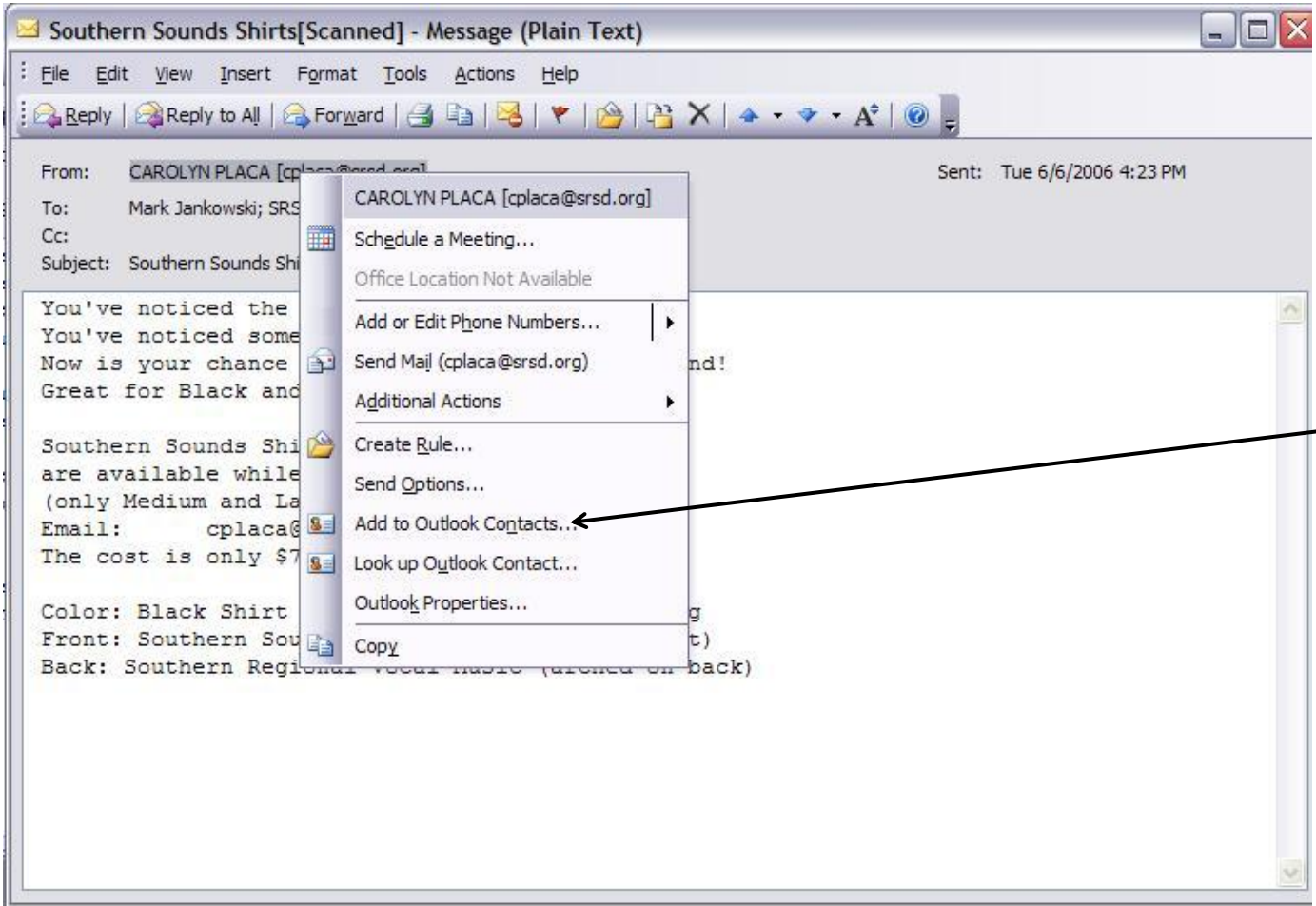
Internet 100%

Fill out any information about the contact in the boxes to the left. When finished, click on Save and Close.

Add recipients to your
contact list in Outlook 2003



First open your e-mail that contains the e-mail recipient and then right click on the name that you would like to add to your contact list.



After you right click on the name that you would like to add to the contact list, left click on Add to Outlook Contacts... the Contact dialog box will appear.

CAROLYN PLACA - Contact

File Edit View Insert Format Tools Actions Help

Save and Close

General Details Activities Certificates All Fields

Full Name... CAROLYN PLACA

Job title:

Company:

File as: PLACA, CAROLYN

E-mail... cplaca@srsd.org

Display as: CAROLYN PLACA

Web page address:

IM address:

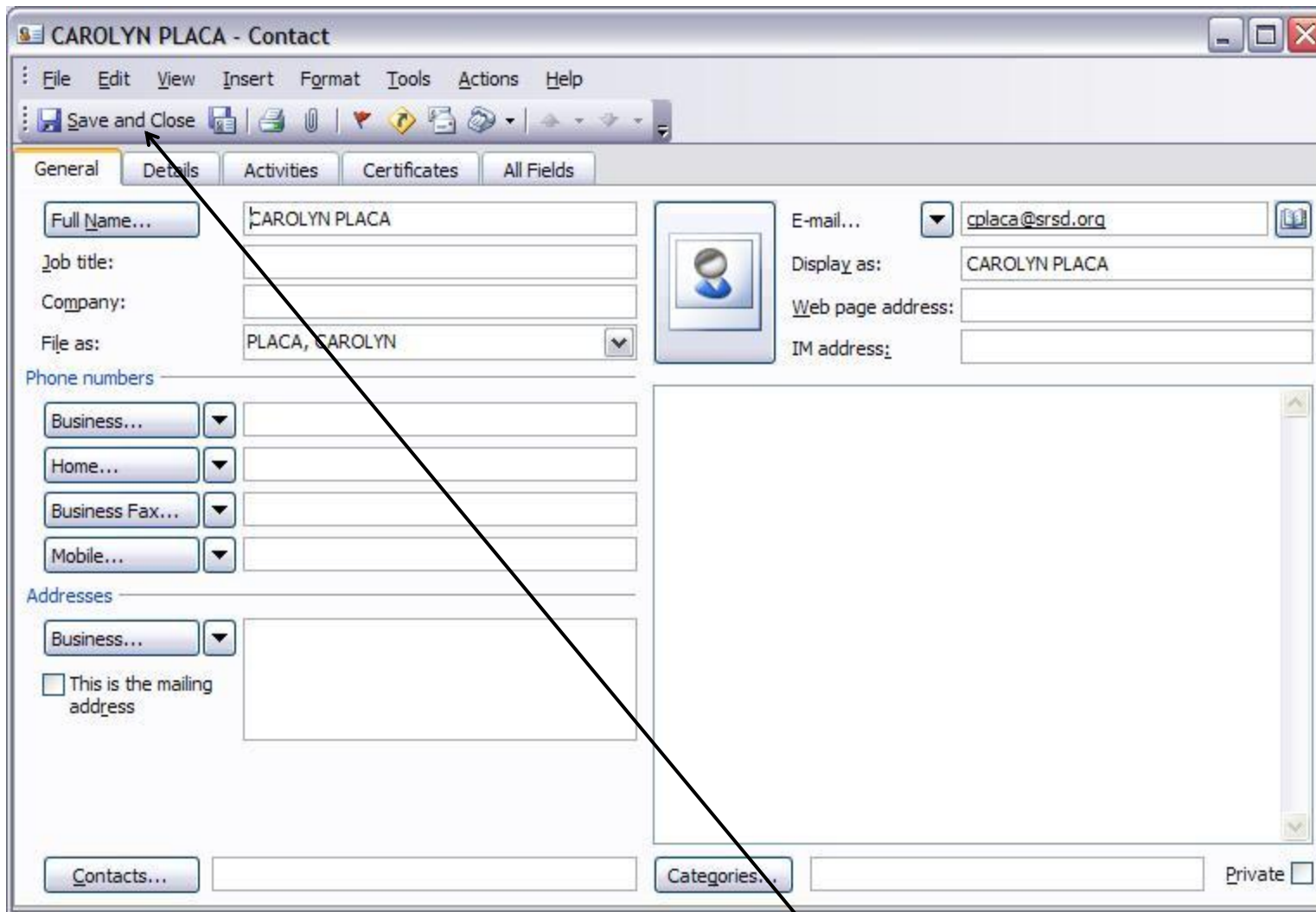
Phone numbers

Business... Home... Business Fax... Mobile...

Addresses

Business... This is the mailing address

Contacts... Categories... Private



Fill out the information regarding the contact and then click on Save and Close.