

## Microsoft Outlook Web Access 2003 Contacts Features

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The Outlook Web Access (OWA) allows you to use and look e-mail addresses and other information of your contacts from any web browser in the world. This help sheet covers the basics for you to start using the Contact feature in OWA. For details on accessing your mailbox via OWA, please see the help sheet Microsoft Outlook Web Access 2003: [Email Basics](#).

### CONTACTS

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Contacts allow you to maintain a personal directory of colleagues, clients and friends. Information about each contact can be kept in your mailbox. You can record the name, e-mail, address and phone numbers.

You may create or view the contacts folder from OWA:

1. Click on the **Contact** bar on the left pane. This will display your contacts.

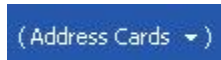


2. Click on the **New** button to create a new contact. A new contact window will open.
3. Fill in the **Name** fields and **E-mail** fields accordingly. You may also enter the phone and address.
4. To add documents into your contact, click on the **Attachments** button and select the required file.
5. You have a few choices on the way your contact will be sorted. Click on the **File As** down arrow to select your choice.
6. Once you have completed entering all the information, click on the **Save** and **Close** button.

### VIEW A CONTACT

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Once you are in the contact folder you will be able to view all your contacts sorted in the order of your choice. To change the sorting view, click on the view menu located on the top bar, next to the folder name, and select the appropriate view. Double click on a contact to open and view the full details of your contact.



## SENDING E-MAIL TO A CONTACT

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You can send e-mail to a contact while viewing their contact information. To create a message from a contact:

1. Double click to open the contact that you want to send a message to.
2. Click the **Send mail to contact** button. The new message form will open, addressed to the contact.



3. In the message body, type your message, and then click **Send**.

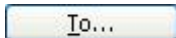


You can also send e-mail to a contact from a new message form by typing in the contact's Display Name.

1. Click on the **New** button to create a new message.



2. In the To box type in the **Display Name** of your contact. You can add more than one name by separating the names using a semicolon (;).



3. To resolve the names, click on the **Check Names** button. A dialog box may appear asking you to select the correct e-mail address.



4. Complete your e-mail message and then click **Send**.



## DELETING A CONTACT

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To delete a contact:

1. In **Contacts**, select the contact(s) you want to delete. To select multiple contacts, hold down the **CTRL** key while selecting.
2. On the toolbar, click **Delete**.



You may also delete a single contact by opening the contact and then click **Delete** on the contact toolbar.