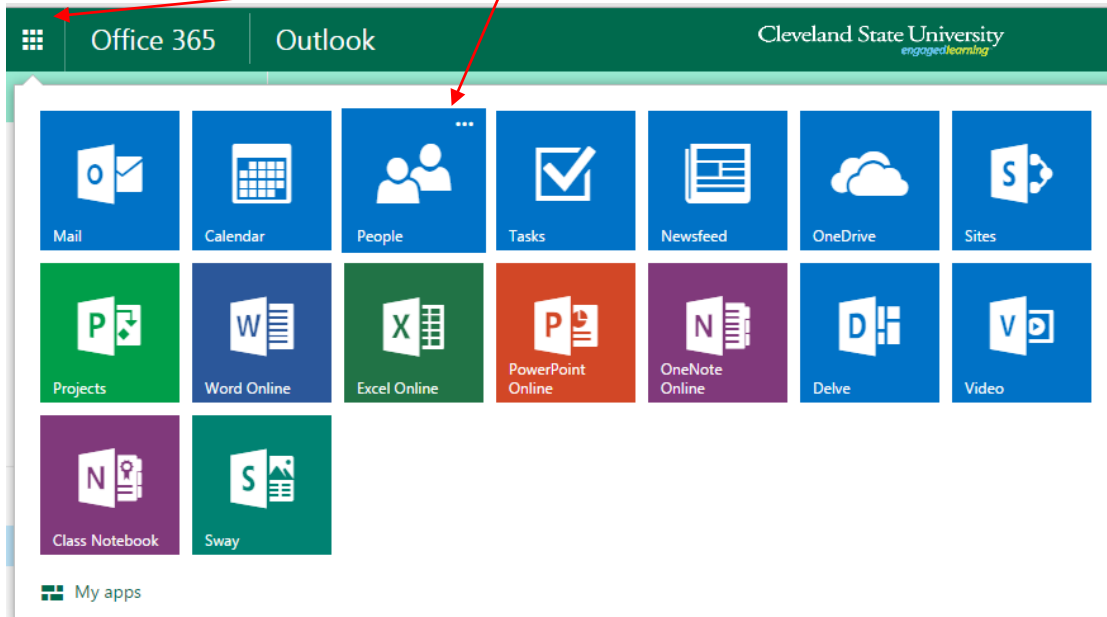




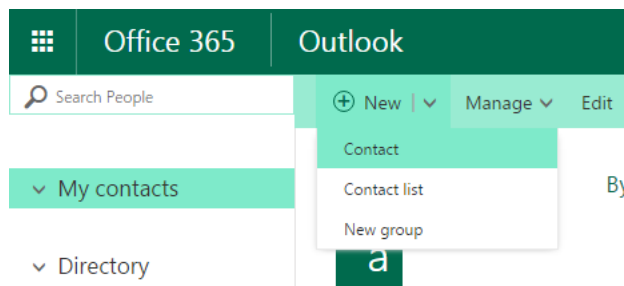
Create a Personal Contact

- 1) Select "People" from the list of available Apps



- 2) Expand "New" and select "Contact".

Note: a contact is an entry in your personal contact list for an individual; a contact list is a personal mailing list that contains numerous email addresses so that when mail is sent to the mail list, each individual listed in the contact list will receive a copy of the email; a group will permit the sharing of a posting, such as on forums. The individuals listed in a group will not receive the actual posting, but will receive a notice that a posting has been made and will contain a link back to your group. The individuals then link back to your group to view the posting and may add comments, or additional information.





3) Enter the appropriate information and select "Save" when complete.

Cleveland State University
engaged learning

Save Cancel

Add contact

Name

First name
Any

Last name
Body

+ Name

Email

Email
Anywhere@dot.com

Display as

+ Email

4) The contact is now saved in the personal contacts.

Office 365 Outlook Cleveland State University engaged learning

Search People

+ New | Manage | Edit | Delete | Add to Favorites | Lists

My contacts By first name

AB Any Body

a

AB Any Body

m

Contact Notes

Email
Email: anywhere@dot.com