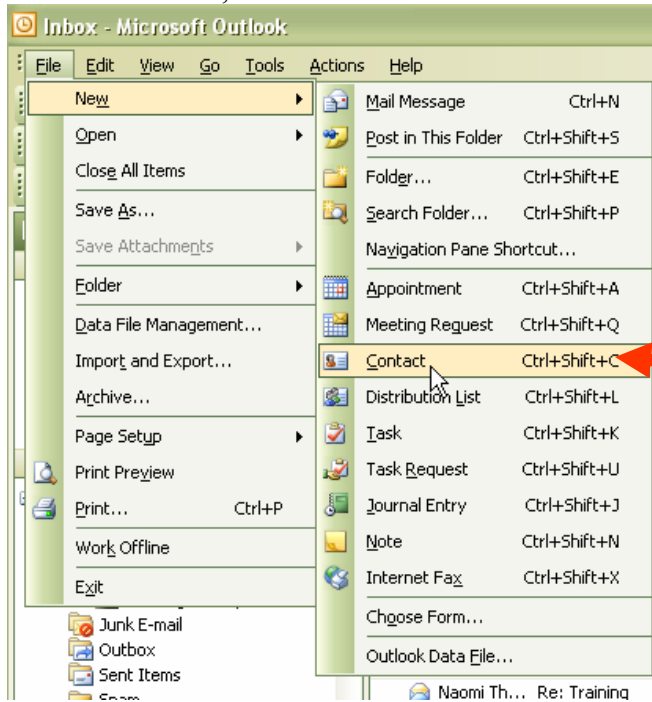# Outlook 2003: Adding Contacts

Adding New Personal Contacts to Outlook 2003

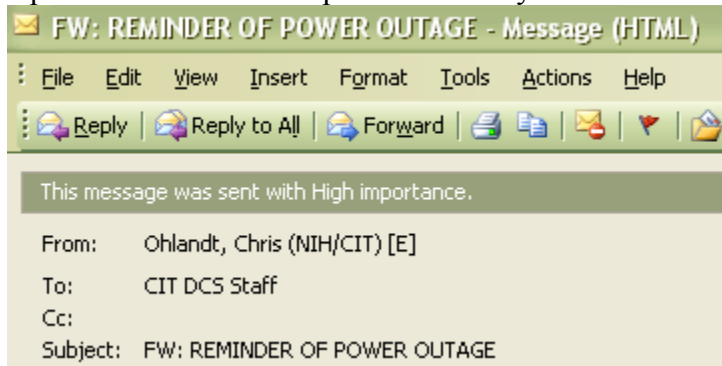1. On the menu bar, select **File** > **New** > **Contact**.

2. In the New Contact dialog box, type all the information that you have about a particular person.

3. When you have completed adding the information, select **Save and Close** from the toolbar.
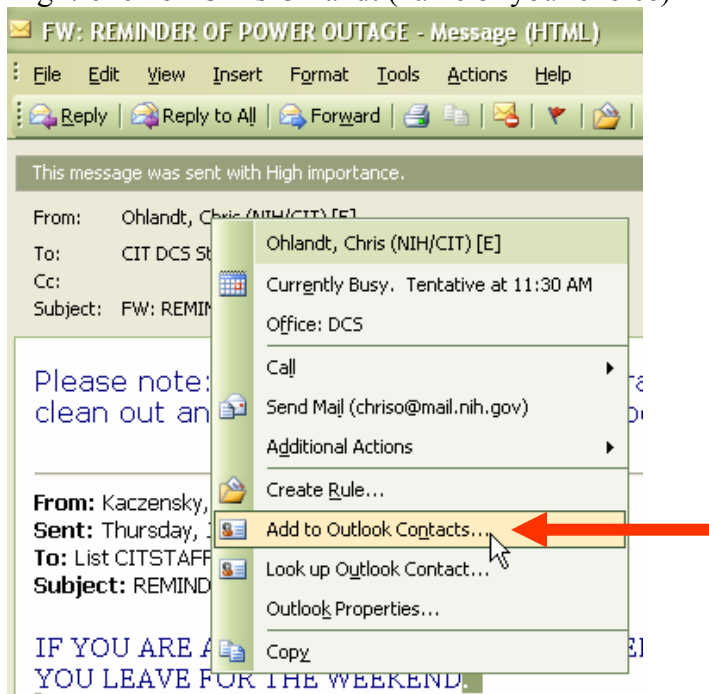
Adding Personal Contacts from an Email

If there is someone in the From:, To:, or Cc: fields that you would like to have in your contacts list, these can easily be added.

Scenario: Chris Ohlandt sends me an email and I want his email address readily accessible to me because I cannot find him in the Global Address List.

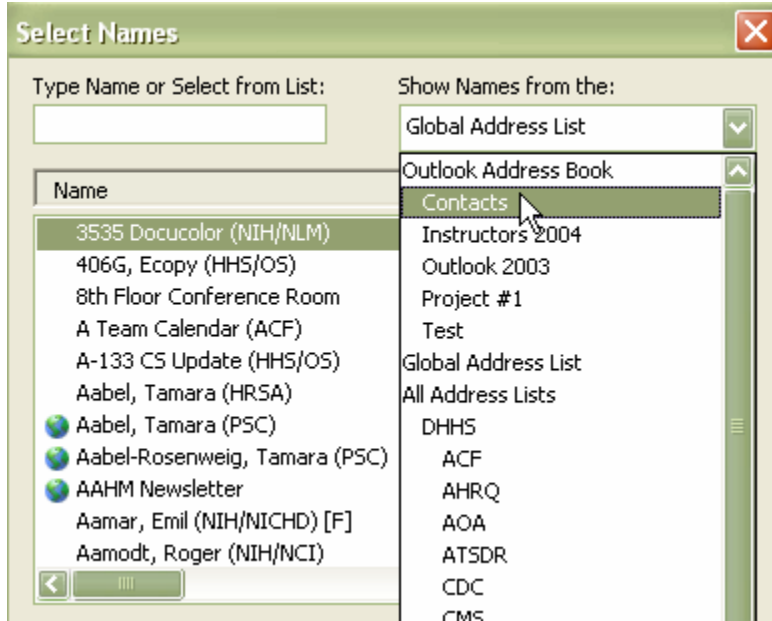1. Open the email with the person's name you want to add

2. Right-click on Chris Ohlandt (name of your choice) > **Add to Outlook Contacts**
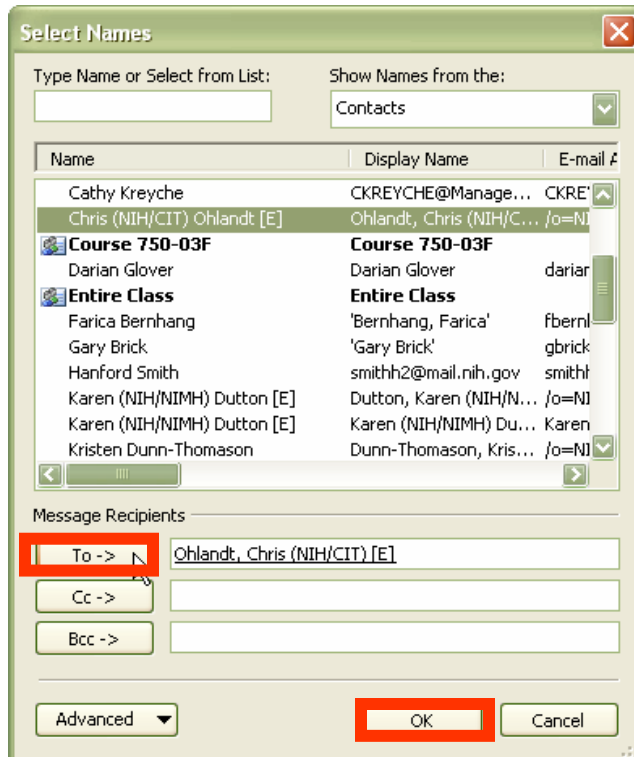

3. The Contacts window will automatically open and show the new entry. All you need to do at this point is press the **Save and Close** button on the toolbar.

Using Contacts in Email

1. Start a new email message, select the **To:** button and press the down arrow for **Show Names from the:**. Select **Contacts** from the list.

2. Select the name the email is going to and press the **To:** button in the Select Names dialog box.
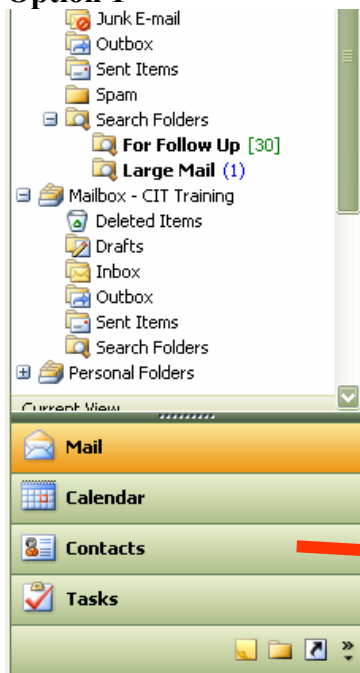

3. Select **OK** to insert the name in the email and proceed with composing the email.

Viewing the Contacts List

There are 2 ways to access the Contacts section in Outlook 2003.

Option 1

Press Contacts button

Option 2