

Microsoft SharePoint

Owner: Contacts



Introduction

Use the contacts area to create a list of people outside of your team that you will be communicating with. This could be a list of vendors and so on.

Process Summary

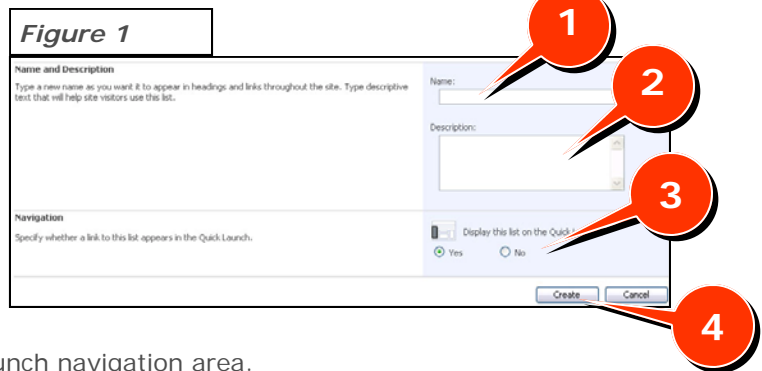
Create Contact

1. Contact List
2. Contacts
3. Outlook

Create a Contact List

You can create a list of contacts using the Contacts area.

1. From the Home page, click on **Lists** in the Quick Launch menu.
2. Select **Create**.
3. Under communications select **Contacts**.
4. Type a name for your contacts list in the **Name** field (Fig 1, 1).
5. Type a description for your contacts in the **Description** field (Fig 1, 2)
6. Leave **Yes** selected (Fig 1, 3) if you would like the contacts to appear in the Quick Launch navigation area.
7. Click **Create** (Fig 1, 4).

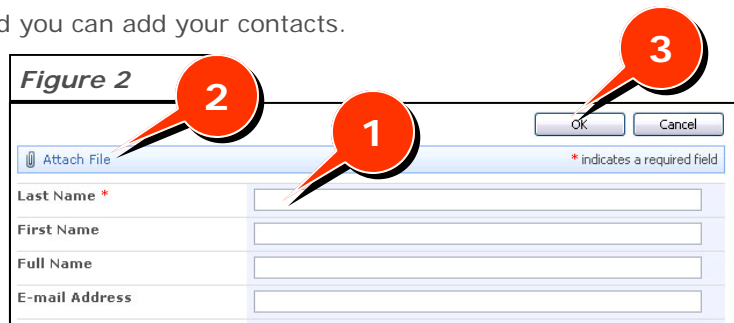


You can create as many contact areas as you need.

Create Contacts

Now that you have a Contact area created you can add your contacts.

1. Click on your **Contacts** area from the List menu.
2. Click on **New** to add a contact.
3. You must enter information in the **Last Name** field (Fig 2, 1), all other fields are optional.
4. Add a file by clicking on **Attach File** (Fig 2, 2).
5. Click **Ok** (Fig 2, 3) to create.



Add Contacts to your Outlook Address Book

If you are running MS Office 2003 or 2007 you can add contacts to your Outlook Address Book.

1. Go into your Contacts Area.
2. Click on the drop down arrow next to **Actions**.
3. Select **Connect to Outlook**.

If you are running MS Outlook 2003 or 2007 you will be able to add the contacts to your Outlook address book. If you are running MS Office 2007 you will be able to edit and add contacts via Outlook.