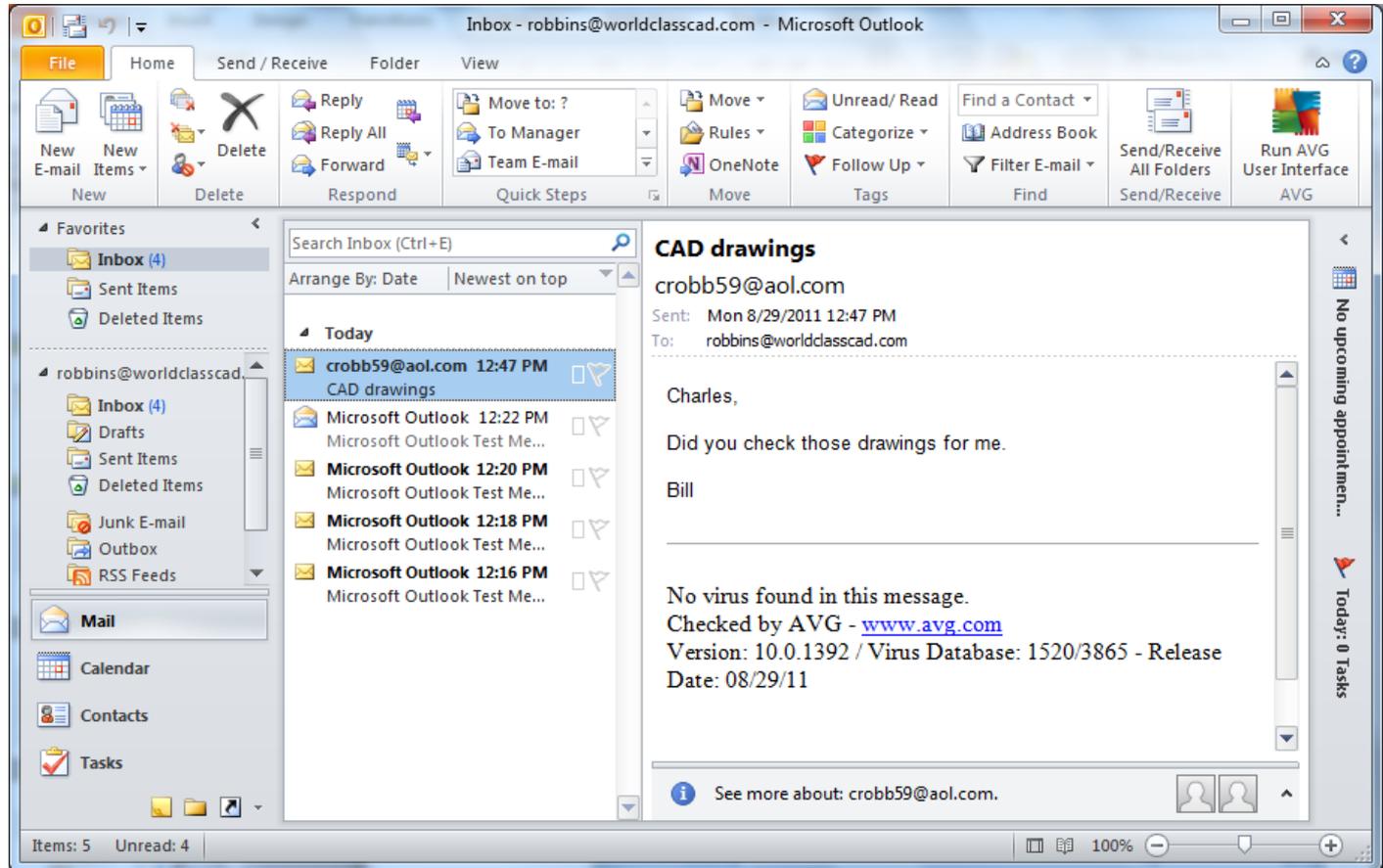# Adding a New Contact to the Outlook 2010 Address Book
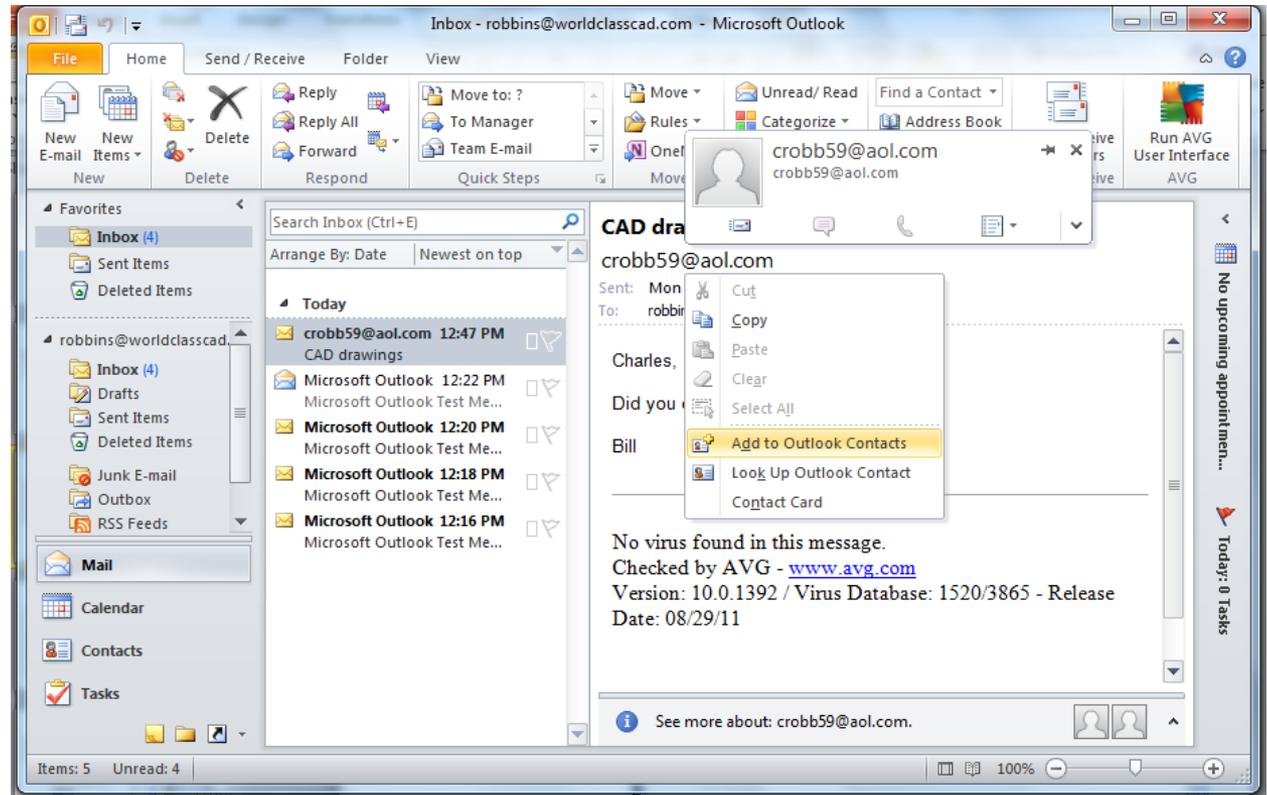
August 29, 2011

Open Outlook 2010

Open Outlook 2010 and we can see an email that we received from a co-worker.

Open the E-mail

We double click on the email to read the message. We want to add crobb59@aol.com to our contact list. We right click on the address to open the popup menu and we select Add to Outlook Contacts.

Contact Window

We can type in the full name of the contact, their company, and title.

The email address is automatically added. We can also type in the company's web page address.

Eventually, we will get their phone numbers and mailing address. We can add notes in the comment box on the right.

Select the Save and close button on the left to return to the main window.

Sending a New Mail Message

To send a new message, we pick New E-mail on the Ribbon menu under the Home tab.
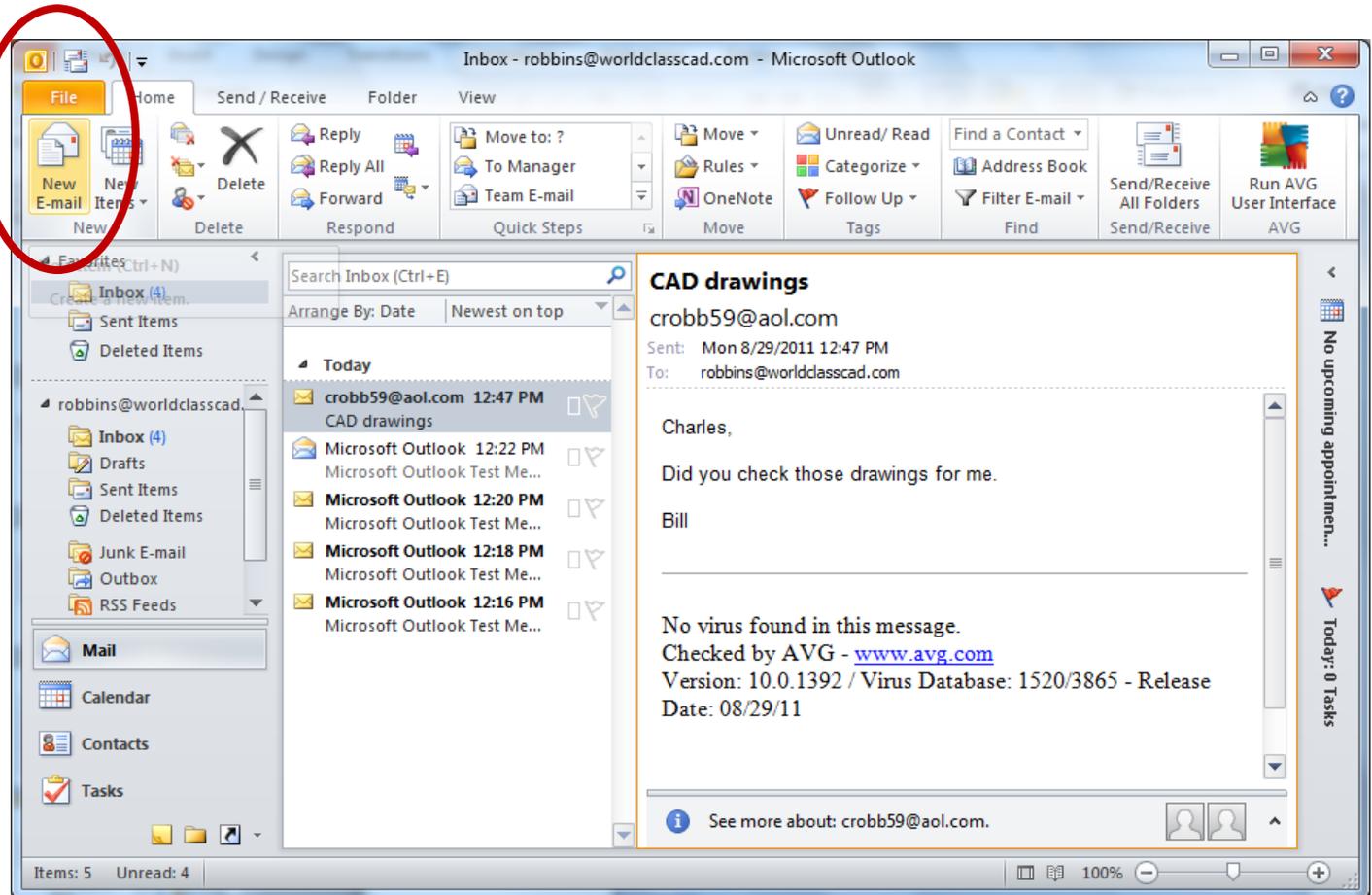
The New Message Window

The New Message window will appear. We can double click on the To button and the Select Names: Contacts dialogue box appears. We type the name Charles in the search textbox and we can see the list of names that match the criteria. We choose Charles Robbins and click on the OK button.
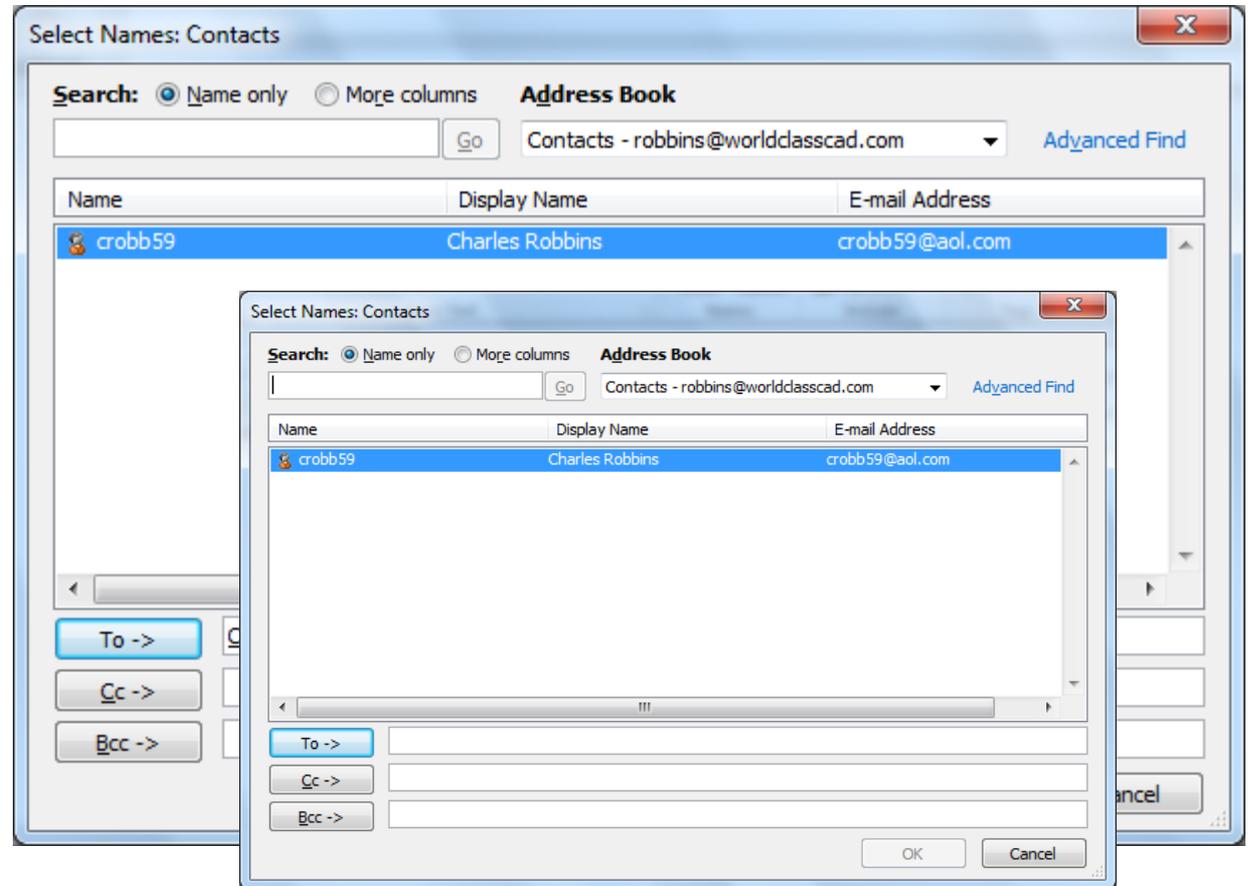
Email

Charles Robbins is now listed in the To textbox. We can type a subject line, a short message and attach documents to the email. We press the send button to finish the process.