

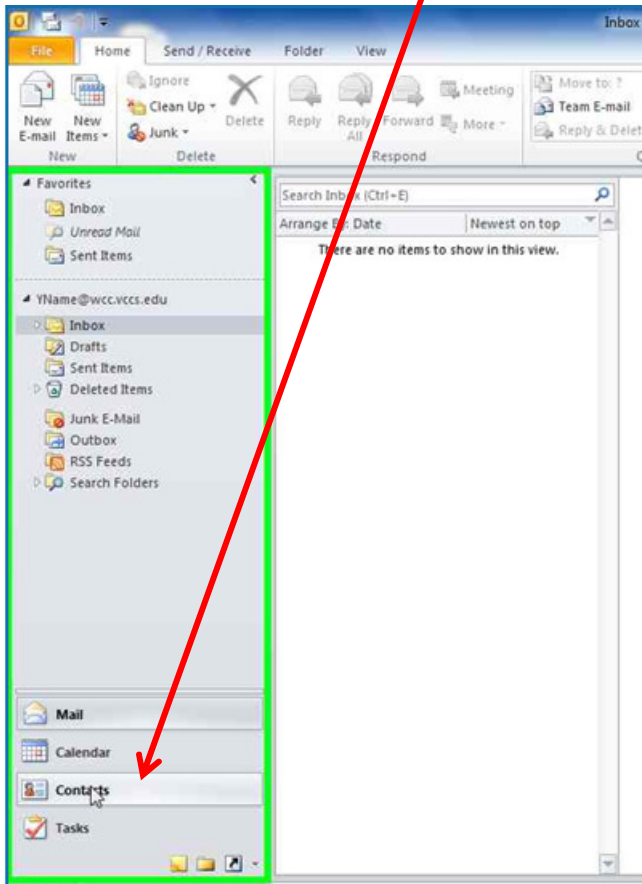


ADD A CONTACT TO YOUR PERSONAL CONTACT LIST

Contacts can be added in either Outlook or OWA (Outlook Web Access)

OUTLOOK

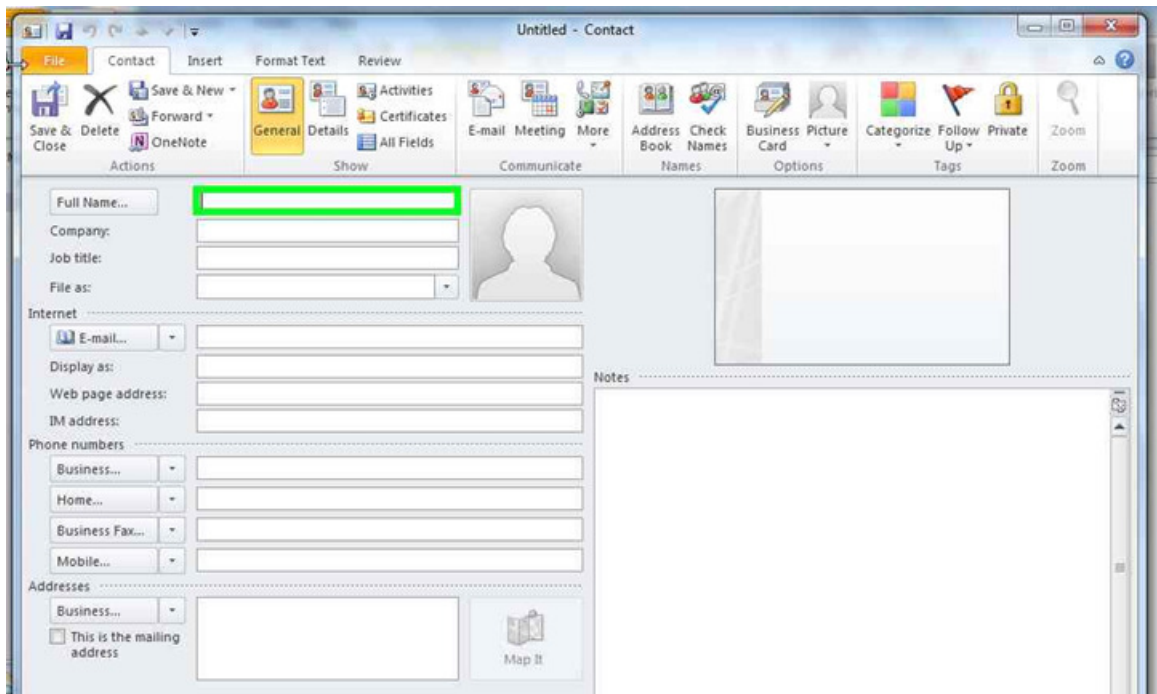
1. With Outlook open, click on Contacts



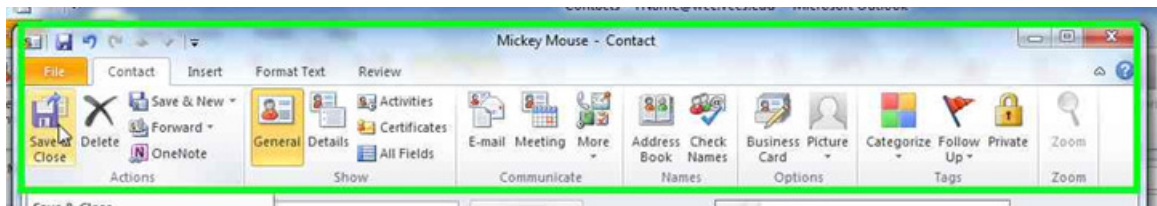
2. Click on New Contact



3. Fill in your Contact information

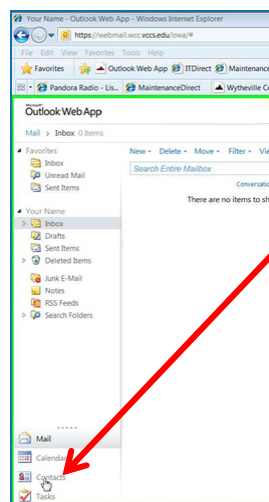


4. Click Save & Close

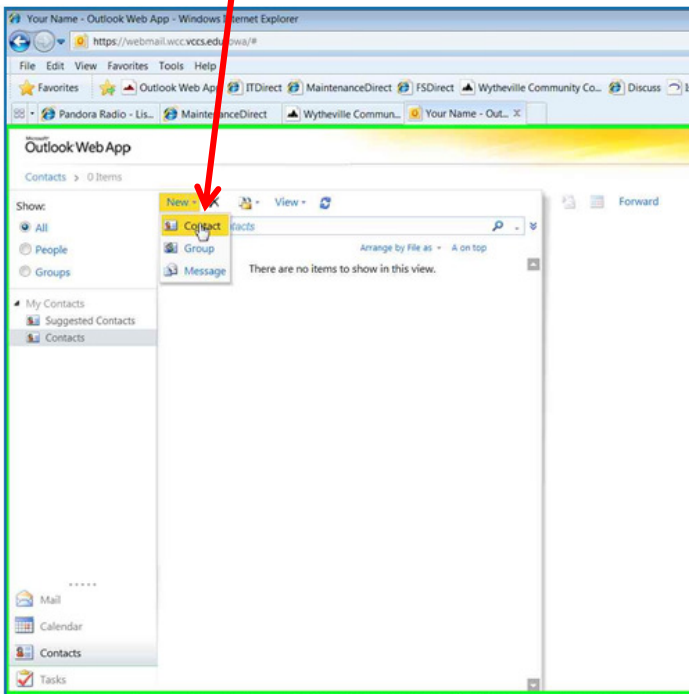


OUTLOOK WEB ACCESS (OWA)

1. With Outlook Web Access open, click on Contacts



2. Click on New>Contact



3. Enter in Contact information and click Save and Close

