
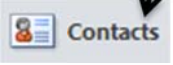
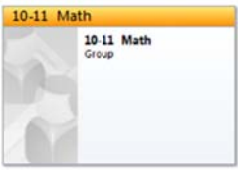


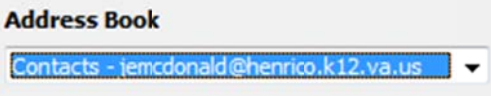
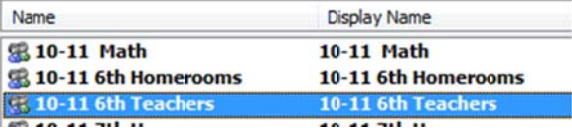


Adding Address Book Cards to Outlook Contacts

Use these directions to add and address book group cards in Outlook contacts.

Steps	Images
In outlook, locate the email message with an address book card.	
Drag and drop the attached card from the email to contacts (bottom left)	
Click on Contacts and make sure you see the new address card was added.	

Use these directions to use address book group cards in Outlook contacts.

Steps	Images
In outlook, open a new email.	
Click the To button	
Change the drop down menu under "address book" to contacts.	
In the list that appears below, double click the card you would like to use. Click OK.	

TIP: After you have used the method above for a specific address card, then you can use the **EASY** method for using address cards:

Start typing 10-11 in the TO line. Then you will see a list of all cards you have dragged and dropped into contacts. Click on the card you want to use in the list that appears. *(note- if the card you want doesn't appear, repeat the steps in the section above)*

