

Contacts

Applies to: Office 365 for professionals and small businesses, Office 365 for enterprises, Microsoft Exchange, Live@edu

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The Contacts folder is your personal e-mail address book and the place to store information about the people and businesses you regularly communicate with. Use Contacts to store the e-mail address, street address, telephone numbers, and other information about a contact. This can include Web pages, fax numbers, or mobile phone numbers.

You can sort or group contacts by any part of their name or by other contact information. You can also move or copy a contact to a different folder, or attach a file, for example, a Word document, to a contact to keep related information together.

To open your contacts, click  **Contacts** in the [Navigation Pane](#).

Note:

This topic applies to the standard version of Outlook Web App. To read about this feature for the [light version of Outlook Web App](#), see [Outlook Web App Light > Contacts](#).

Working with Contacts

Contacts are entries you create to store contact information about people or groups. You can use a contact to store as little information as a name and a telephone number, or as much information as you have about an individual or a company. You can also create groups within your Contacts folder. Groups can be used to send e-mail to multiple recipients through a single entry.

- [Create a Contact](#)
- [Modify a Contact](#)
- [Open a Contact](#)
- [Close a Contact](#)
- [Delete a Contact](#)
- [Save a Contact](#)
- [Send a Message from Within a Contact](#)
- [Send a Meeting Request to a Contact](#)

Working with Groups

A group is a special kind of contact is used to send e-mail to multiple recipients through a single entry in your Contacts folder. A group can include entries from your Contacts folder, and from the shared address book, if you have one. You can use groups to send messages and meeting requests as you would for individual contacts. Groups that you create in your Contacts folder will not appear in a shared address book.

- [Create a Group](#)
- [Modify a Group](#)
- [Open a Group](#)
- [Close a Group](#)
- [Delete a Group](#)
- [Save a Group](#)
- [Send a Message from Within a Group](#)
- [Send a Meeting Request to a Group](#)

Selecting Contacts to View

The Contacts navigation pane includes option buttons that let you select the types of contacts you want to view.

- **All** Shows all items in Contacts
- **People** Shows only people in Contacts
- **Groups** Shows only groups in Contacts

What if I want to know more?

- [Learn About Public Groups](#)
- [Getting Started with Outlook Web App](#)
- [Search for an Item](#)
- [Create and Manage Folders](#)
- [Move or Copy an Item](#)
- [Arrange Items](#)
- [Working with Attachments](#)
- [Arrange Items](#)
- [Flags and Reminders](#)