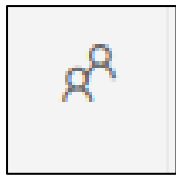
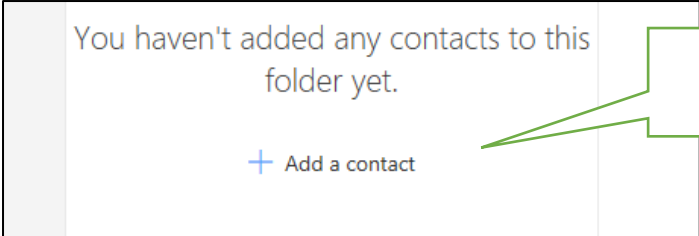


# ADDING CONTACTS

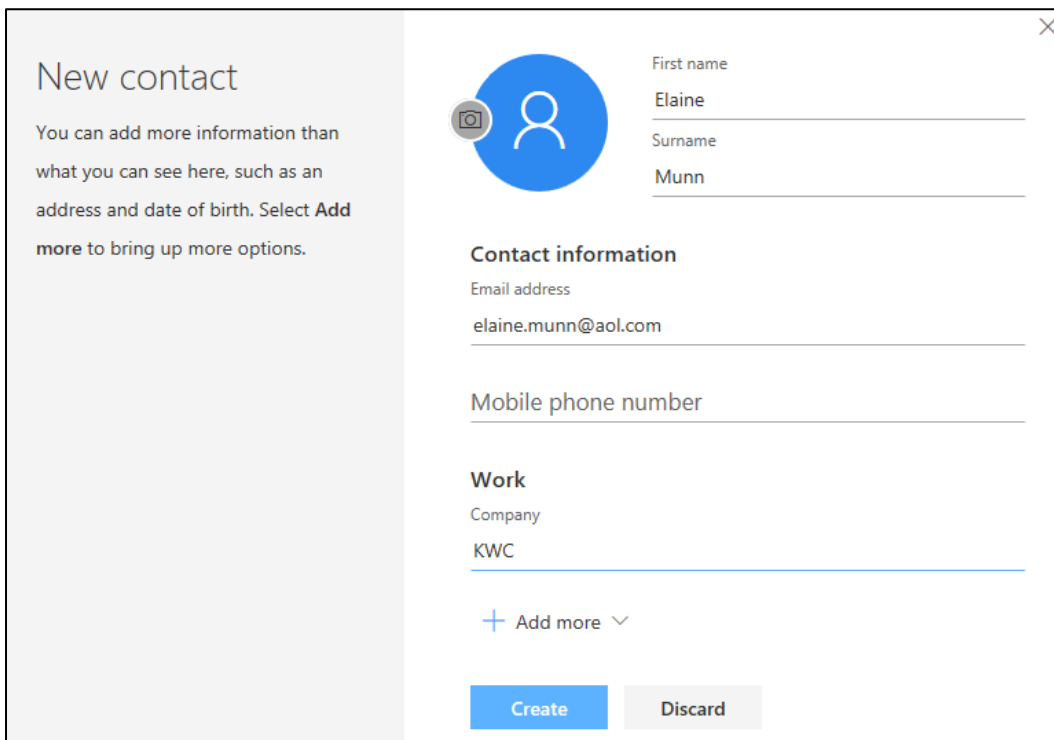
## 1. Open OUTLOOK account



Click on the PEOPLE Icon



Click **ADD A CONTACT**

A screenshot of the "New contact" form in Outlook. The form is titled "New contact" and includes a sidebar with instructions: "You can add more information than what you can see here, such as an address and date of birth. Select Add more to bring up more options." The main form fields are: "First name" (Elaine), "Surname" (Munn), "Email address" (elaine.munn@aol.com), and "Mobile phone number". There is a "Work" section with "Company" (KWC). At the bottom, there is a "+ Add more" dropdown menu and two buttons: "Create" and "Discard".

Fill in the information about your new contact

Ask the other members of the group for their NEW email address and add to your contact list.

Once you have several emails you can now MAKE A GROUP CONTACT LIST