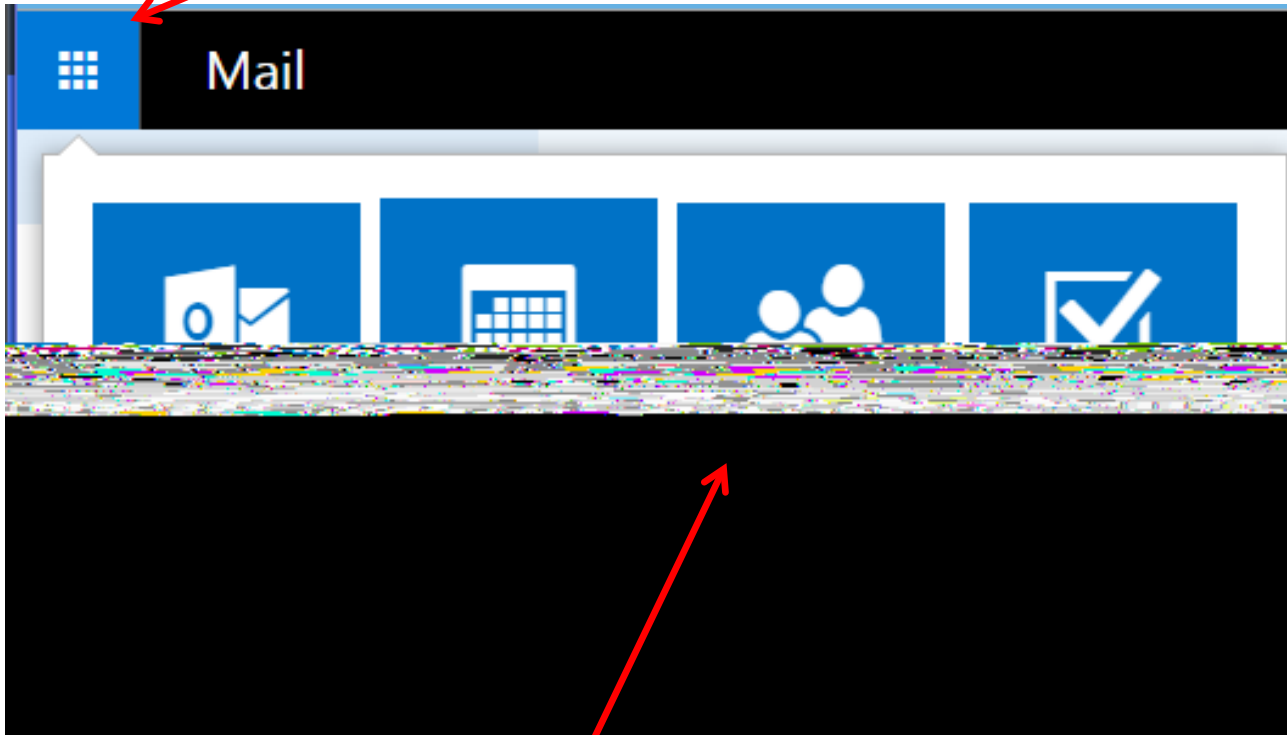


Outlook Web Access 2016

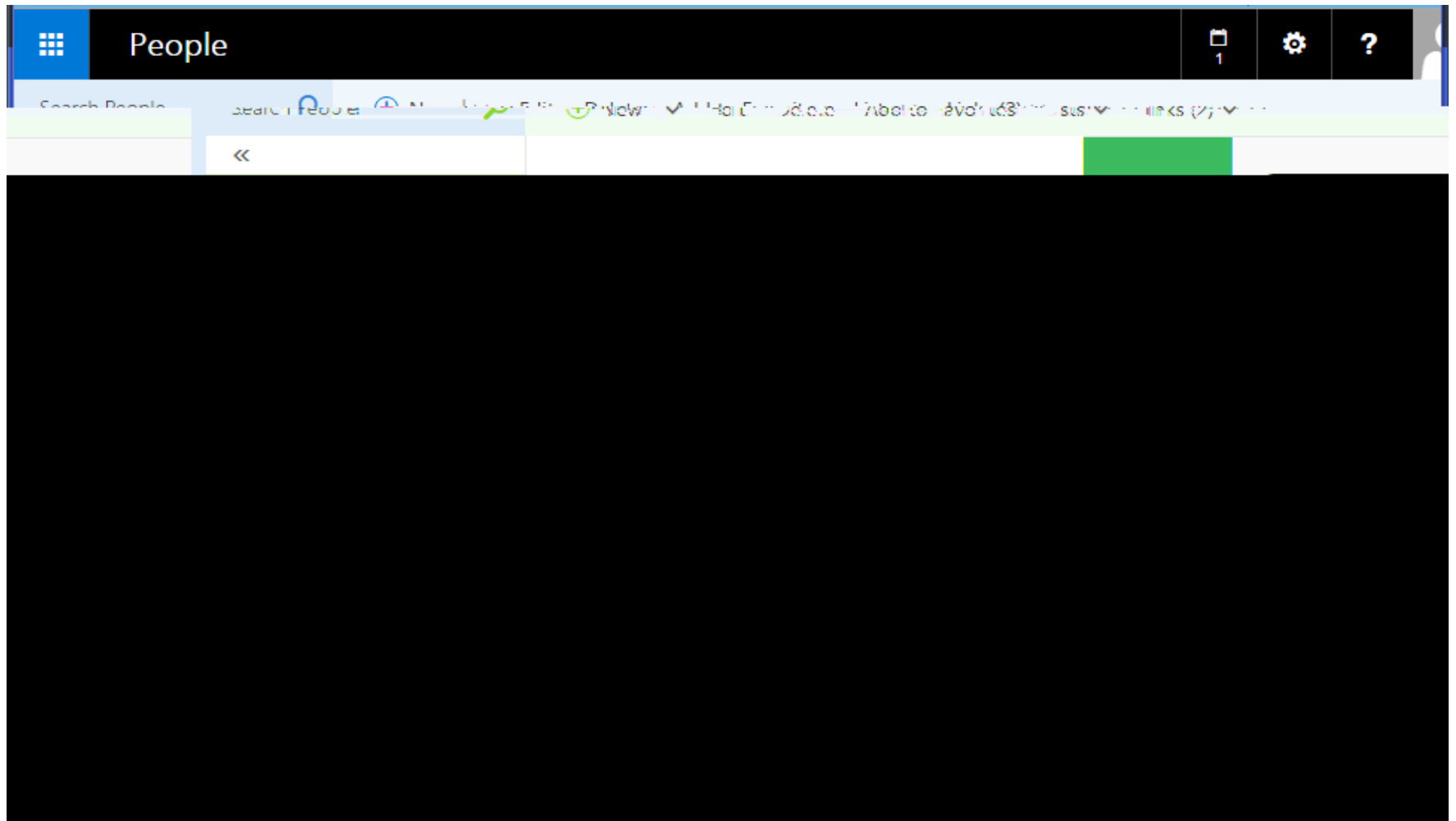
Contacts

Contacts

Click on the box here



Click on People



New Contact

Select *New* in the Contact Window

Fill in the required fields

The screenshot shows a contact creation interface. At the top, there are buttons for 'Save' and 'Cancel'. Below them, the text 'Add contact' is visible. The form contains several input fields: 'First name', 'Last name', 'Name' (with a green plus icon), 'Email' (with a green plus icon), 'Phone' (with a green plus icon), and 'Business'. At the bottom, there is a 'Work' label. A red arrow points from the 'Select New in the Contact Window' text to a blacked-out area on the left. Another red arrow points from the 'Fill in the required fields' text to the 'Name' field.

Add a new Contact from email



Click on the contact for the sender

Click on Add to contact

A window will come up and you can edit the details and click on save

