

Platform: Windows® PC
Ref no: USER183
Date: December 2007
Version: 1
Authors: Julie Adams, Claire Napier

Creating entries in Public Contact Folders with *Microsoft Outlook 2007*®

This document explains how to create and maintain entries in the Public Contacts folders available within *Microsoft Outlook 2007*®

Other relevant documentation for *Microsoft Outlook 2007*® is also available from the Information Services web pages at:

<http://www.staffs.ac.uk/uniservices/infoservices/documents/it/email/index.php>

Introduction

Microsoft Outlook® has a number of locations where email addresses can be stored. Each of these is outlined below.

Global Address List

The Global Address List contains all members of staff within the University. This is arranged in alphabetical order and is obviously quite large.

The Global Address List is displayed by default when you click the **To:** or **Cc:** button in a new message.

This list is managed centrally by Information Services and new staff are automatically added to this as their accounts are set up.

Public Contact Lists

The Public Contact Lists group together all members of staff within a particular Faculty, School, Service or other grouping (for example Disability Forum, Unison, BLC Managers etc). This enables you to locate staff within each department more easily.

Each Public Contact List is managed by an administrator within the appropriate Faculty, School or Service who can create and delete entries.

The Contact Lists can contain both individual contacts and distribution lists.

Distribution Lists

Distribution lists are used to provide an easy way to send messages to a group of people. If you frequently send messages to members of a committee for example, you can create a distribution list that contains the names of all members of the committee. A message sent to the distribution list will be sent to all members of the list.

To access the Faculty, School and Service contact lists:

- In the Folder List, click on the plus (+) to the left of **Public Folders** to expand the folder

- In the same way expand the folders **All Public Folders** and **Public Contacts Folders**
- Expand the folder for your Faculty, School or Service.

Creating entries for individuals in Public Contact Lists

All new staff are automatically added to the Global Address List when their PC account is created. However, they must be added to the appropriate Public Contact List by the administrator of the Faculty, School or Service.

To add a member of staff to your Public Contact list:

- Select the appropriate **Public Contact** folder from the folder list
- Click **File, New, then Contact**
- If you see the message below, you do not have the necessary permissions to create entries in the Public Contacts folder. Contact 3800 to resolve



this.

- Type a name for the contact. The recommended format for names is:
SURNAME, forename initial e.g. BLOGGS Joe B

This ensures that names are displayed in alphabetical order of surnames, making it easier to locate people in the list
- To enter the email address, click on the Email button next to the box for the email address. The Global Address list is displayed. Select the person from the list
- By default, the **Display As** box is completed automatically with the full name and email address. This will appear in the To: or Cc: line of a message to the contact.
- To enter multiple entries in a field, such as more than one address or email address, click on the arrow next to the field. Select the field required and enter the additional data
- When all details are complete, click **Save and Close**

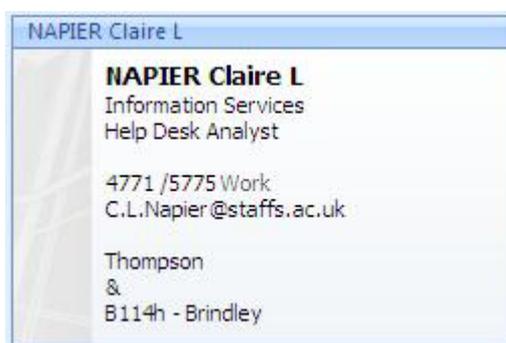
External Contacts

Any contacts that are external to the University should be stored in a separate folder. If you have a lot of external contacts you may wish to create sub-folders within the main External folder to group the contacts together.

- Create a new folder by clicking **File, New** then **Folder**
- Name the folder appropriately
- Select the folder from the **My Contacts** list
- Click **File, New** then **Contact**
- Enter details for the contact
- Click **Save and Close**

Viewing Contacts

Individual contacts will be displayed in a similar format to below. The exact information shown will depend on the data you have entered for each individual.



Creating Distribution Lists

- Click **File, New** then **Distribution list**
- An untitled distribution list window will be displayed. Enter a suitable name for your list in the **Name** box
- To add the names of University staff to the list, click the **Select Members** button. The Global Address list will be displayed. Select the name you require, then click **Members**. Repeat to add another name to the list. When all the names are selected, click OK.



- To add external contacts to the distribution list, click **Add New**. Enter the name and email address of the contact and click OK.
- When all the members of the list have been added, click **Save and Close**.
- If you need to remove a person from the list, click on the name and click the **Remove** button



Using entries from the Contact Lists

To send a message to a contact or distribution list:

- Locate the name of the contact or distribution list
- Right-click on this and select **Create** then **New Message to Contact**
or
- Select the name you require and click the **New Message to Contact button** on the toolbar



To send a message to several contacts or distribution lists at once:

- Select the contacts or lists you require. You can select multiple names by holding down the **Ctrl** key and clicking on each name that you wish to add
- Click **Actions** then **New Message to Contact**
or
- Click the **New Message to Contact** button on the toolbar

Where to go for more help or information

You can get further help from the Information Services:

Phone: ext 3800 or 01785 353800

E-mail: 3800@staffs.ac.uk

All Microsoft® product screenshots and references are used by permission of the Microsoft® Corporation. Windows® operating system