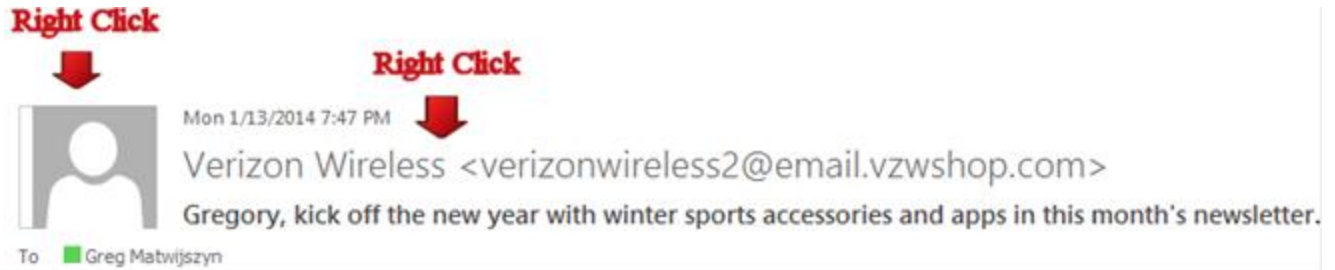


Adding People to Contacts from an e-mail message in Outlook 2013

1. After opening the email, put your cursor on the avatar or name and then right click on it.




2. Click **Add to Outlook Contacts** on the options window.



3. When you click on Add to Outlook Contacts, there will be a contact information dialog popup. Fill in the blank column with the contacts information. Then click **Save** button and the 'X' to Close. Now the contact was completely saved.

Click to Close ➡ ✕



Name

CONTACT | NOTES

+ Email

Email

+ Phone

+ IM

IM

+ Work

Title

Department

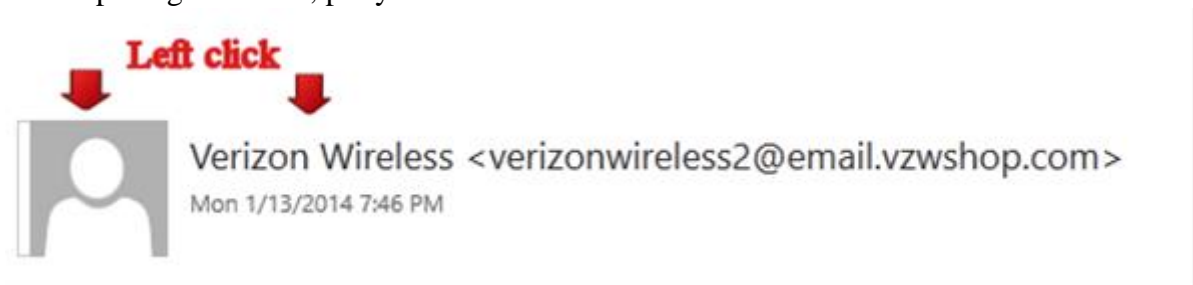
Company

Office

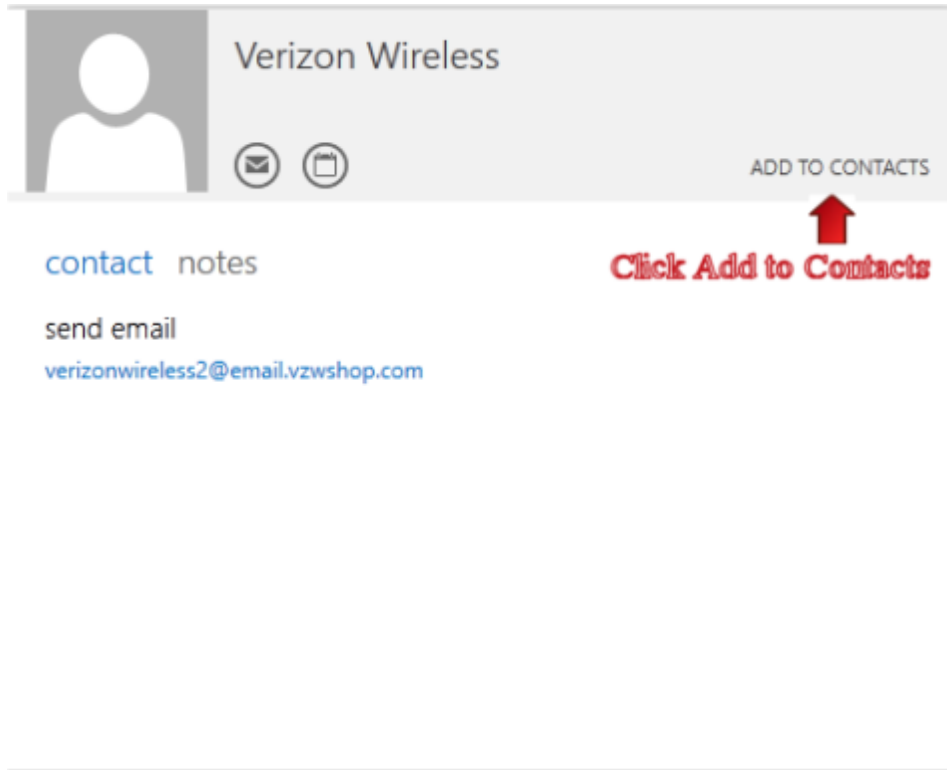
Click Save ➡

Adding People to Contacts from an e-mail message in OWA

1. After opening the email, put your cursor on the avatar or name and then left click on it.



2. Click add to Contacts link



3. Fill in the contact information and click Save

 SAVE  DISCARD


Click Save



First name:

Middle name:

Last name:

 email


Email:

verizonwireless2@email.vzwshop.com

Display as:

Verizon Wireless


 work

 address

 other

 phone

 IM

 notes