

# Manage contacts in the browser



## Quick Start Guide

### Add a contact

Add people you work with often as contacts. You can see the status of your contacts at a glance and start a conversation with one click.

### Find people

Use the search box to find people to add to your contact list.

### Open your contact list

Select **People** to open your contact list. Select a contact to open their contact card.

### Create a personal group

If you often start conversations with a group of people, add them to a contact group for quicker access. Your contact groups are listed under My Contacts.

### Check availability

The color next to a contact's picture tells you if they are available (green), busy (red), away (yellow), or offline (gray).

### Start a conversation

Send an instant message, start an audio or video call, or send an email message.

### Learn about a contact's organization

Get title and contact information for someone's manager and co-workers.

### Get more information about a contact

Learn how to find your contact in their office, by phone, and so on.

The screenshot shows the Office 365 People interface. At the top, there's a navigation bar with 'Outlook', 'Calendar', 'People', 'Newsfeed', 'OneDrive', 'Sites', and 'Admin'. A search box labeled 'search people' is visible. Below the search box, there's a 'MY CONTACTS' section with a list of contacts. The contacts are listed with their names and status indicators (color-coded squares). The contact 'Anahita Bahrami' is selected, and her contact card is displayed on the right. The card shows her profile picture, name, title 'CONTENT DEVELOPER', and status 'Busy'. It also includes options to 'send email', 'send IM', and 'linked contacts'. The 'linked contacts' section shows 'SharePoint', 'Outlook - (Contacts)', and 'Directory'. The 'work' section shows 'Job title: Content Developer', 'Department: Content Publishing', 'Company: Contoso', 'Office: 5/1120', and 'Outlook - (Contacts)'. The 'home address' section shows 'United States'.

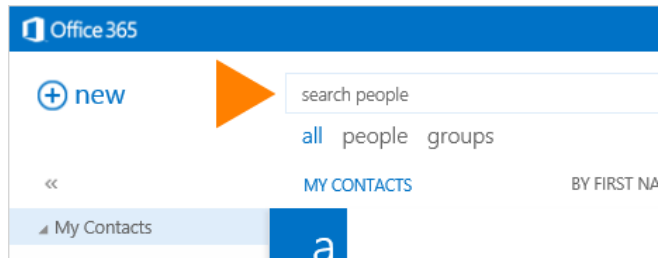
# The People tab

The People tab is at the top of your browser window, next to **Calendar**. Select it to see your contact list, find people, and organize your personal contacts.




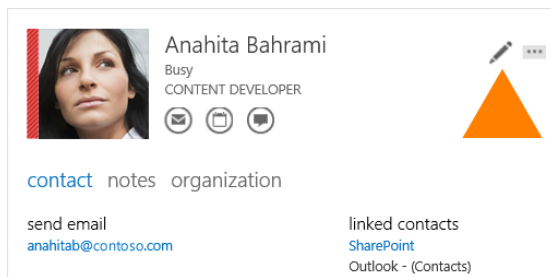
## Find people

1. Above your contact list, select the **search people** box.
2. Start typing the person's name or other information you want to search for, like a phone number or company name.
3. Select the person you want from the search results.



## Edit a contact

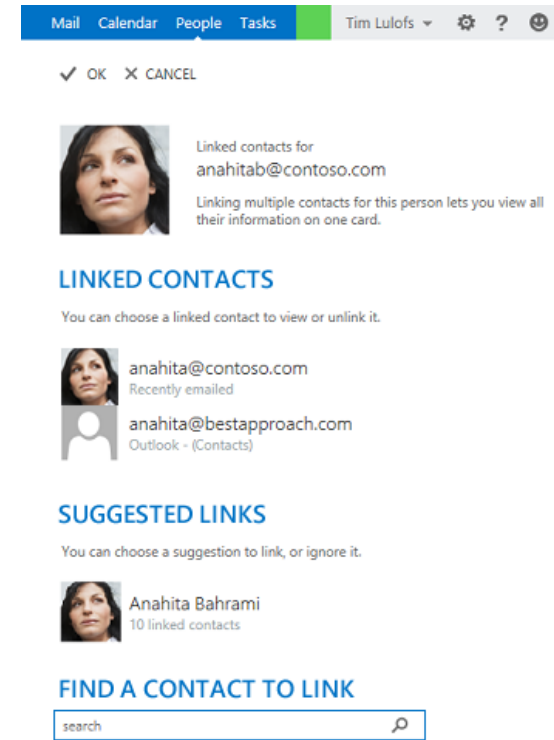
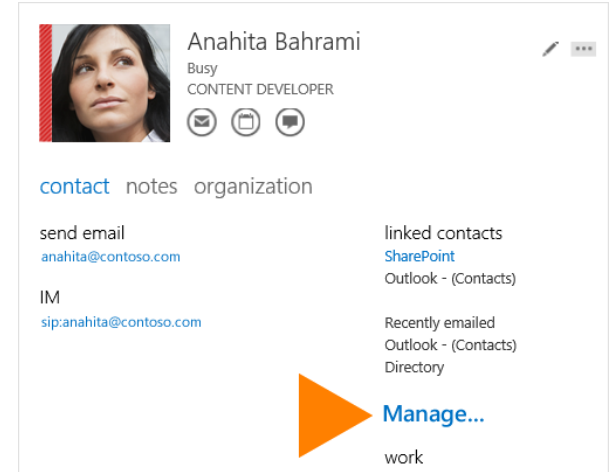
1. Find and select the contact that you want to edit. (You can edit only the contacts in the folders under **My Contacts**.)
2. When you select the contact, you'll see their details in the reading pane. To edit their information, select the **Edit contact** icon .
3. Make your changes, and then select **Save**.



# Link and unlink contacts

Outlook detects contacts that have the same or similar display names and links them into a single view.

To see which contacts have been linked, select a contact. In their contact card, under **linked contacts**, select **Manage**. This will display the linked contacts for that card.



In the Linked contacts window:

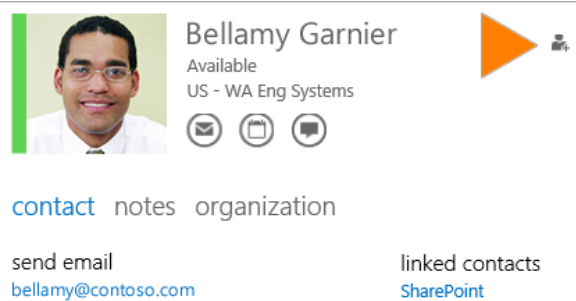
- **LINKED CONTACTS** shows you contacts you've already linked to this contact card. If a link has been added that you want to remove, select it to view it or unlink it.
- **SUGGESTED LINKS** shows links that might match this person.
- **FIND A CONTACT TO LINK** lets you search for additional contacts to link.

Any changes you make are saved automatically as you make them. When you're done, select **OK** to close the window.

## Add a contact

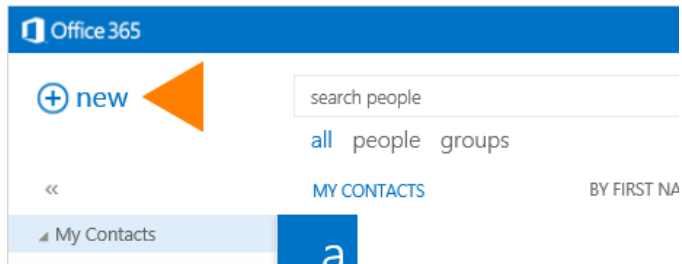
### To add a contact from a contact card

1. Find a person to add by browsing in your address list, by using search, or while reading email or working with your calendar.
2. Select the person's name to see their card, select the **Add to Outlook or Lync contacts** icon, then select **Add to contacts**.



### To create a new contact from scratch

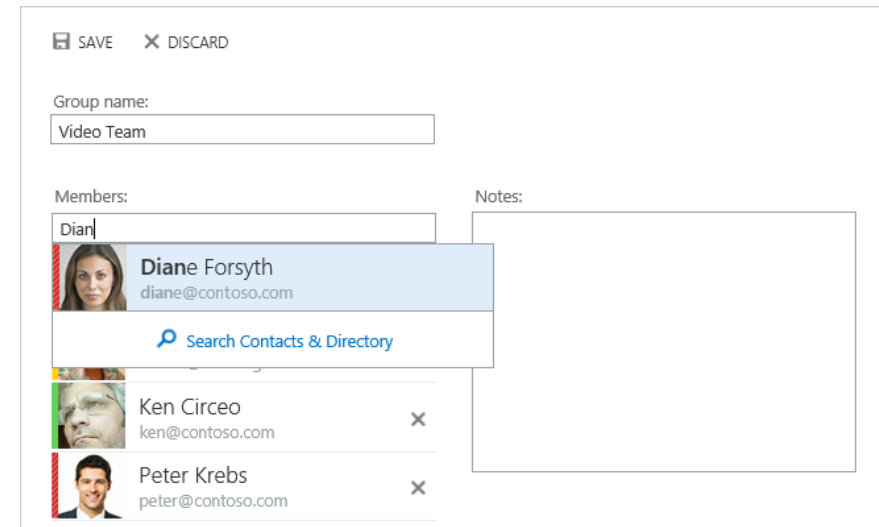
1. In the upper left corner of People, select **New**.
2. Select **Create contact**, then fill in the details and select **Save**.



## Create a personal group

Your personal groups are stored in your Contacts folder and are made up of people you choose from your contact list and from your organization's address book.

1. In the upper left corner of People, select **New**.
2. Select **Create group**, then enter the group name and any notes you want to add about the group.
3. Type the names of the people you want to add in the **Members** box. Outlook searches for a match in your contacts and your organization's address book. If a match isn't found, you can search for that person, or type in an email address.



4. Press **Enter** to add your selection to the group.
5. When you're done, select **SAVE**.