



Tim Etzler

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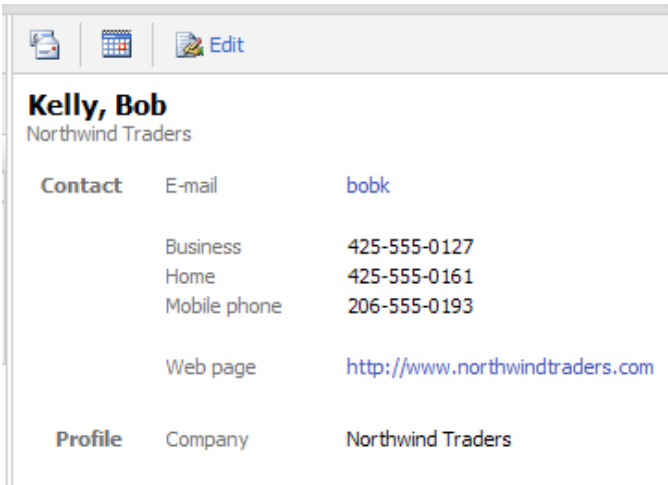
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OWA - Contacts Overview

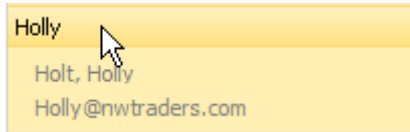
1. View by left-click on the **Contacts button** in the left pane



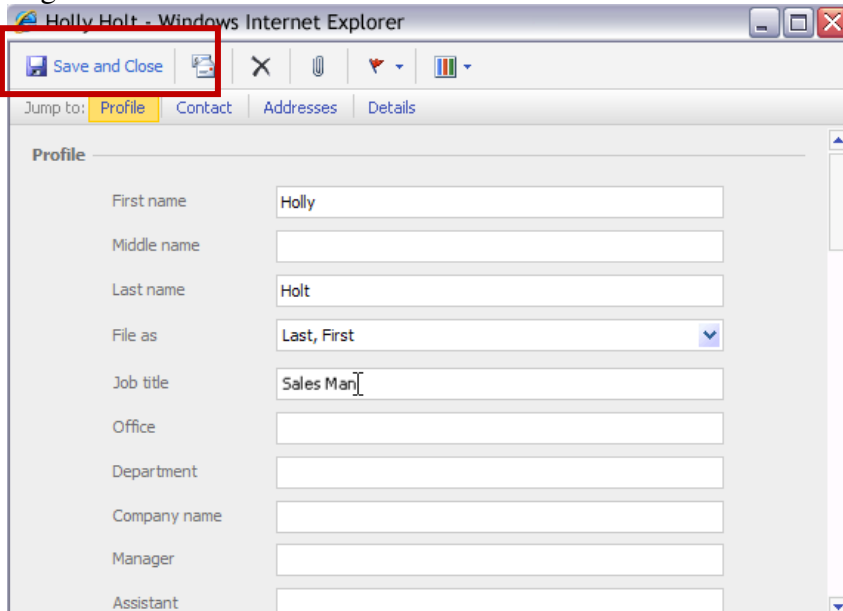
2. Contact Preview Pane looks the same as the Address Book listing



3. Add edit a Contact information by double left-clicking on the contacts name in the email address list



to get this



Simply left-click in the field you wish to edit or add information and type the data. When finished left-click on **Save and Close** (red square on image to left)