# Manage contacts

Use the People page to create, view, and edit contacts, contact lists, and groups. Create new contacts from scratch, or add someone as a contact from their profile card. You can create a simple contact list for sending email to a group of people, or create groups for group-based collaboration.

Add a New Contact

1. Select the **People** icon ⚇ at the bottom of the navigation pane.

2. On the People page, on the toolbar, select **New contact**.
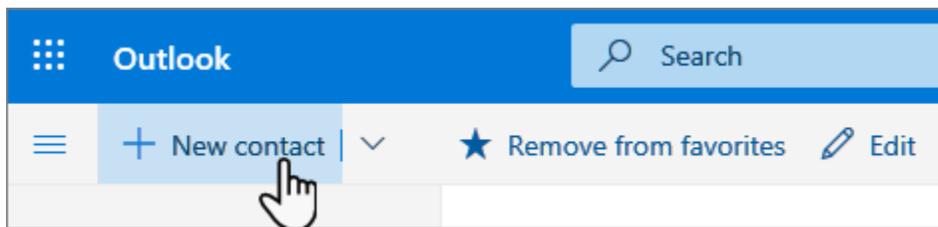
3. Enter details for the contact. Select **Add more** to add more information, such as the contact's address and birthday.

4. Select **Create**.

View and edit contact information

1. On the People page, select a contact in the middle pane to see or edit information about them. What you see is a version of the profile card. What tabs and sections you see may vary.

   a. Files: Recent files that the contact has shared with you.

   b. Email: Recent email messages and email attachments between you and the contact.

   c. LinkedIn: If the contact has a public LinkedIn profile with the same email that you've saved for that contact, you'll see LinkedIn information here.

2. To edit a contact, select Edit contact next to Contact Information, or select Edit on the toolbar.

Delete a contact

1. Select one or more contacts, and then select Delete.

2. Select Delete to confirm.

Change how contacts are displayed and sorted

1. To change how contact names are displayed, select Settings and then Display contacts by > First name or Last name.

2. To select sorting, use the sort menu at the top of the list. For example, select Sort by > Last name.

Create contact groups (distribution lists)

On the Navigation bar, click **People. Note:** You can find **People** in one of two places on the Navigation bar.

If you're using the compact Navigation bar, click the People icon.
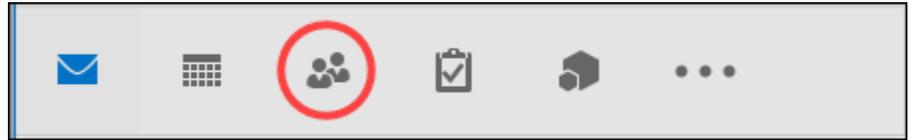
If you're using the expanded Navigation bar, click the word **People**.

1. Under **My Contacts**, select the folder where you want to save the contact group. Usually, you'll select **Contacts**.

2. On the Ribbon, select **New Contact Group**.

3. Give your contact group a name.

4. Click **Add Members**, and then add people from your address book or contacts list.
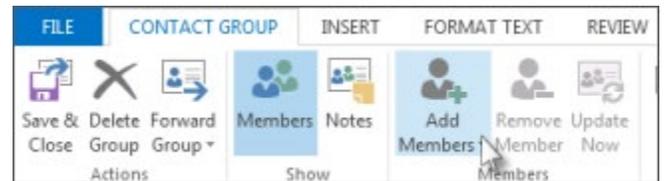
Note: To add someone who is not in your **address book** or **contacts**, select **New E-mail Contact**.

5. Click **Save & Close**.

Send a message or a meeting invite to a contact group

1. Open Outlook and create a new email message or meeting request.

2. If you know the name of your contact group, you can type it in the **To** field directly. Outlook will show you potential matches from the address book. You can also click the **To** button to display the Select Names dialog. Type a few characters of the contact group name and click Go. Contact groups are shown in bold font.
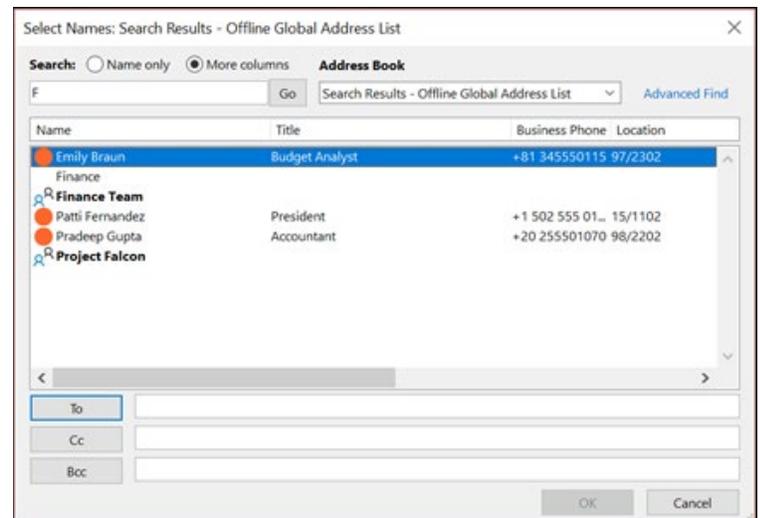
3. Enter a message or meeting subject, fill out any other necessary information, such as start and end times for a meeting, then click **Send**.