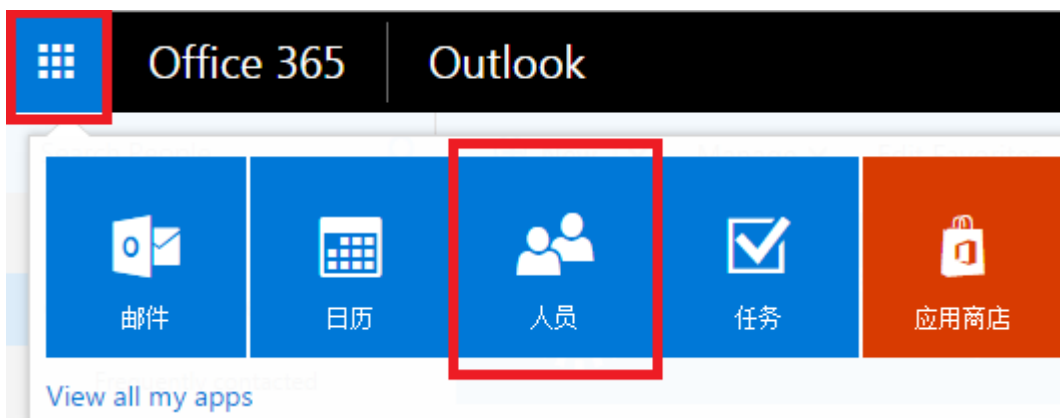


contact function in Office 365 mailbox

(Please note: If your Office 365 email interface on this page show examples different, because the browser version is too low, or the result of setting, you can contact IT Helpdesk to get the necessary help)

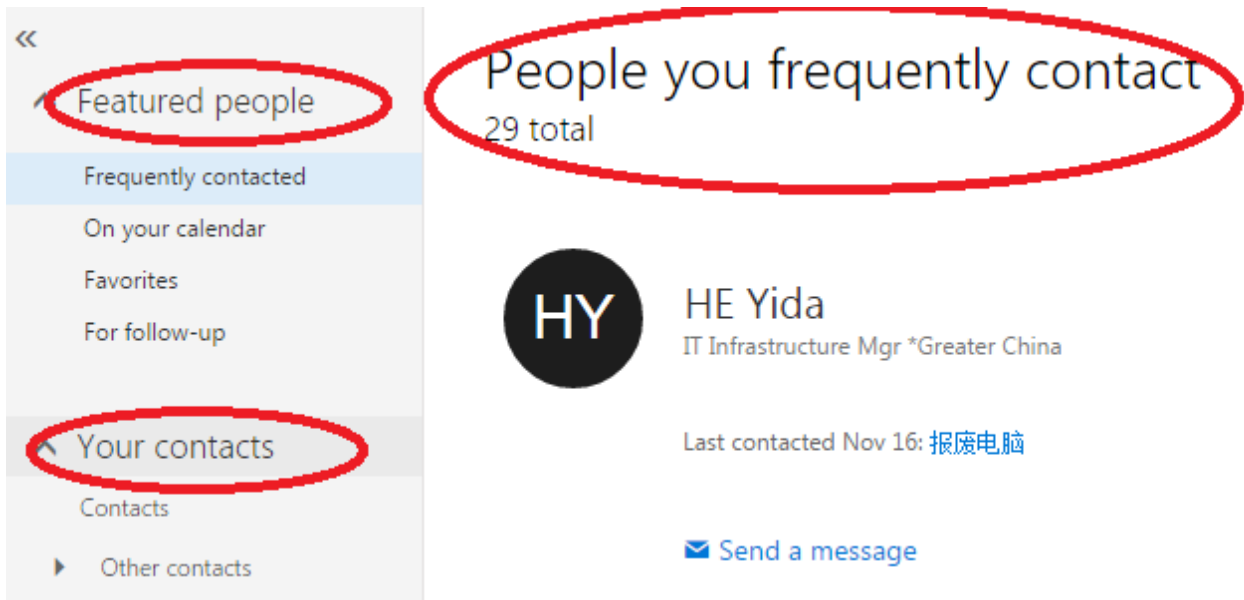
View contact list

Figure click on the upper left corner, then click on "staff", enter the contact interface, there are two parts that we need to use 'special personnel' and 'contacts'



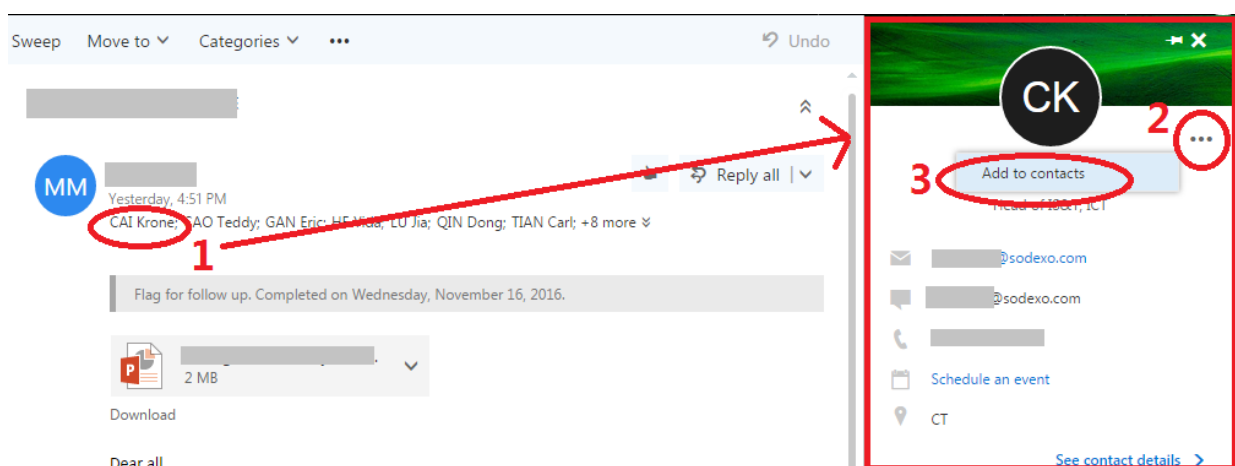
Special staff: in our daily mail/calendar events/recent contact person frequently.

Contact person: we saved to the mailbox account, the contact person.



add contact to your contact list

1. click contact interface, click on the "new" manual input information to add a contact in the email account.



Edit contact information

You can modify the display name (first name, last name).

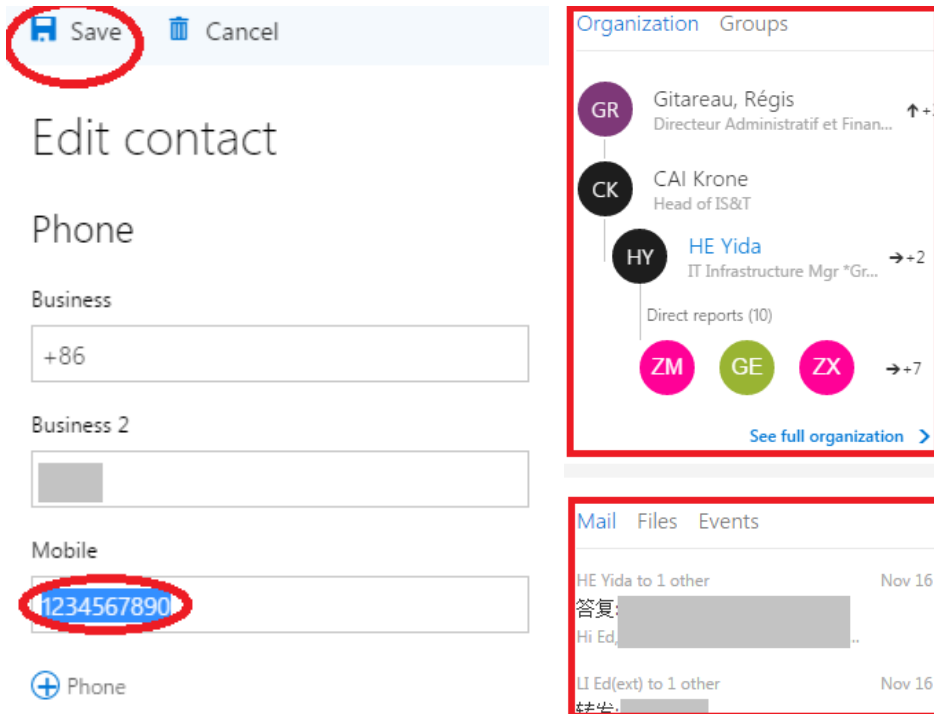


view, edit basic information

Modify the display name, you can also view information about contacts and modify some information (for example add an exception such as a phone number), but please note that must be added as a contact you can modify.

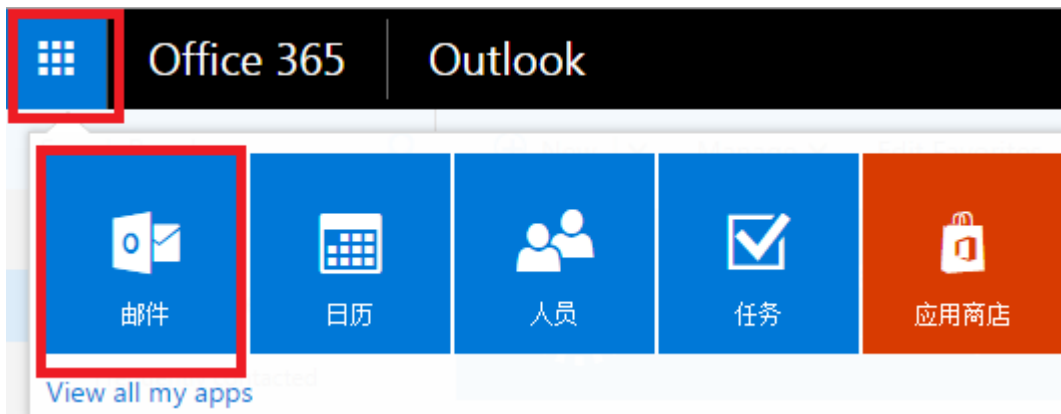
Organization information, and interactive information

Click on contact, you can view not only the most basic contact information, will also show staff organization, and the contact's recent activities.



Back to message list

Click on the upper left corner, pop-up application list, click the message.



See you next time.