



February 2007 Article Filing Contacts in Outlook

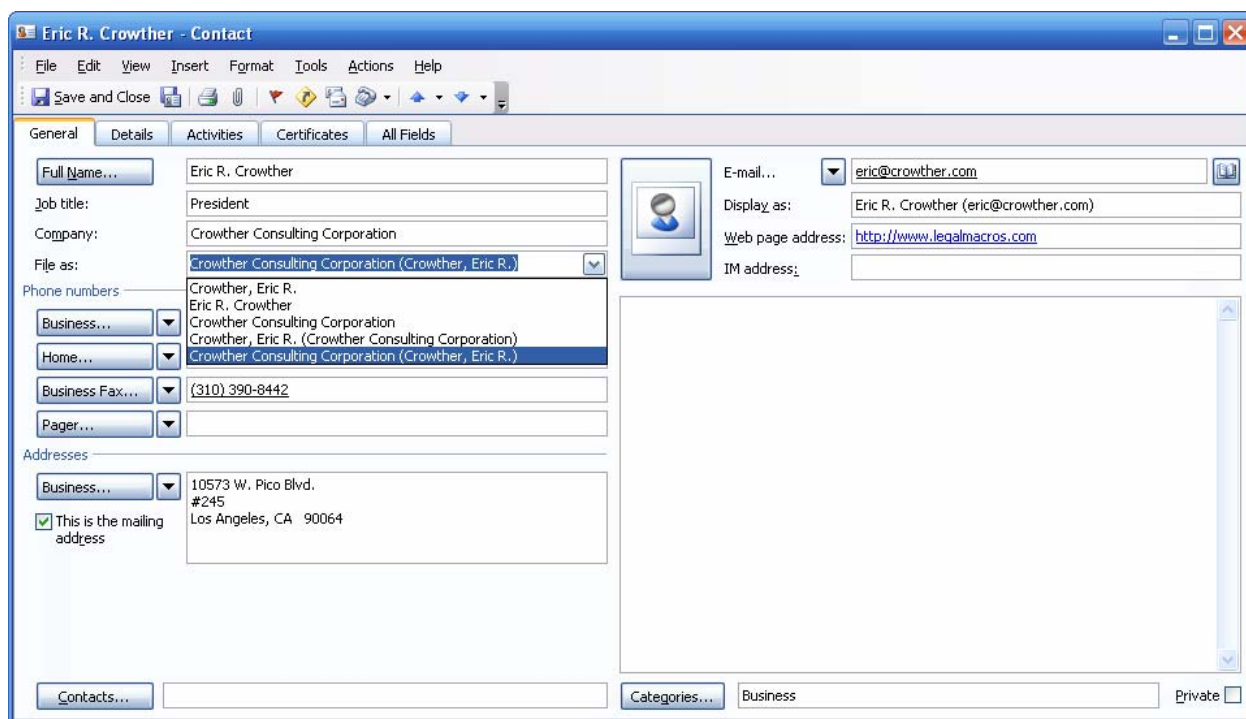
Can't Remember the Contact's Name?

How many times have you looked for someone in your Outlook Contacts and wish you could see the company name as well as the individual? There's a method of filing your Contacts that allows you to see both names.

Think about those times when a vendor changes their contact person and all you can remember is the company name, not who your current rep is with that company. This filing feature within Outlook may help you find contacts easier.

To file a contact so that the company name and the individual's name appear together, here are the steps:

1. Open the contact record by double-clicking on it.
2. Click the down arrow after the **File As** field (just below Company):



3. The last two choices in this list allow you to file the contact by their last name (with company name below it) or by company name (with the individual's name below it).
4. Once you close out of your contact, you'll see **both** the individual's name and the company name (shown below):

The image shows two contact cards. The first card is for Eric R. Crowther of Crowther Consulting Corporation, with a blue header. The second card is for John Galt of Atlas Engineering Corporation, with a grey header. Both cards list address, phone, fax, and email information.

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In the first example, I filed by the Company name first; in the second example, I filed by the individual's name first.

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