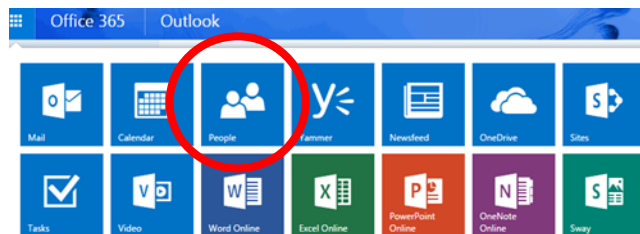


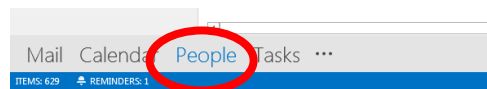
Know Your Glow

Know Your Outlook 2013 Contacts

- In Outlook 2013 the terms, Contacts and People mean the same thing.
- When using the web version of Outlook (accessed through the Glow launchpad), the tile named “People” will take you into your contacts

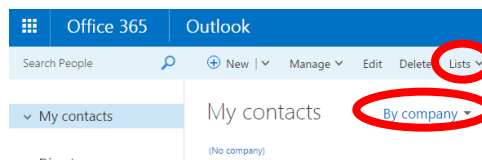


- When using the Outlook 2013 desktop version, the “People” option can be found at the bottom left of the page that you are on.

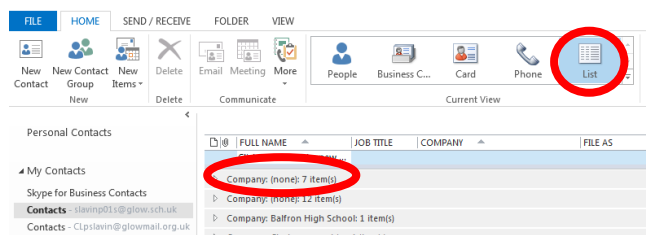


Organising contacts

- In Outlook 2013, the main ‘organiser’ is “company”, followed by “department”. Therefore, regardless of the type of contacts you have, it is best to group people in these terms. Your company may be an entire authority, your school, or it may be a specific group of people.
- You can choose how to view your contacts – often “List” is the easiest for managing large numbers of contacts
- The web version of Outlook People



- The desktop version Outlook 2013

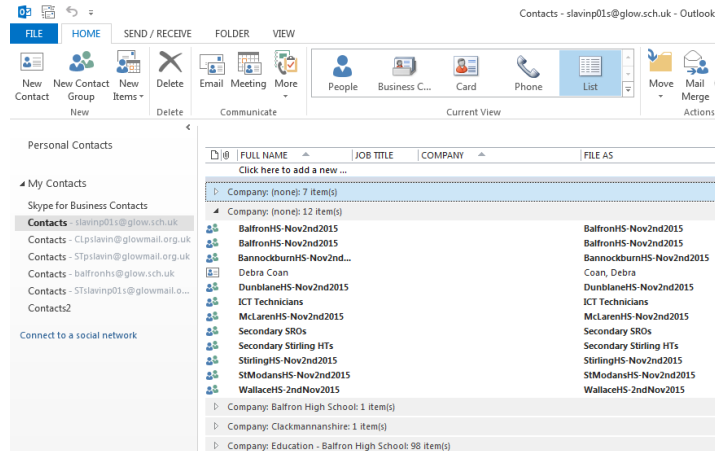


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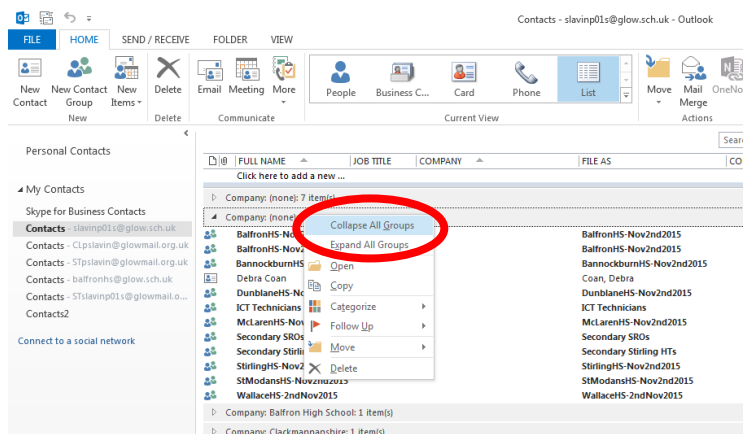
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Copying or Moving Contacts, using desktop Outlook 2013

1. On your desktop version of Outlook 2013, select People so that you see the following screen:

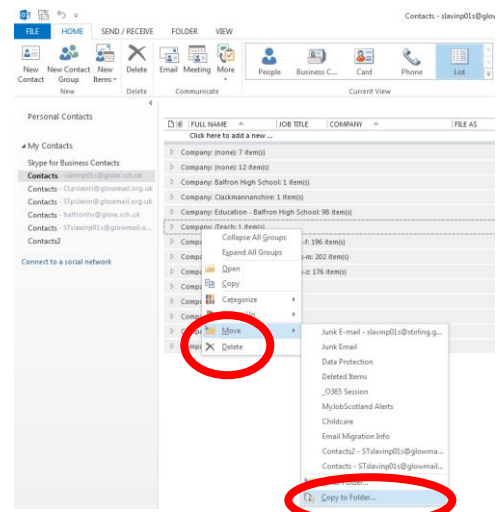


2. 'Right-click' on any of the headings, and select "Collapse All Groups". This makes it easier to see all of your contacts.



3. Now, right-click on the group of contacts that you want to move or copy. You will be presented with the option to

- a) "Move to [specified folder]" or
- b) The additional option to "Copy to Folder..."

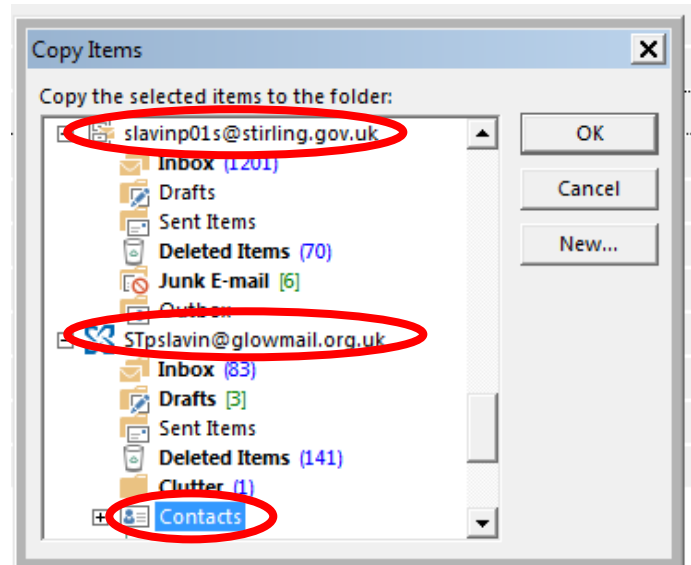


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4. If you select the “Copy to” option, you will be asked where you would like to copy these contacts to.
5. Assuming that you have set up multiple accounts, eg a school account and your own account, it is likely that you are copying from one account to the other. In this case you will need to choose the ‘contacts’ folder in you second account, as your destination.

- First account (source of contacts being copied from)
- Second account (destination for contacts being copied to)
- Select the Contacts folder in the second account, then click OK



- Confirm your action when the alert box appears. Job done.

Further help and guide-sheets

<https://blogs.glowscotland.org.uk/st/sctech4learning/>

<https://blogs.glowscotland.org.uk/st/sctech4learning/know-your-glow/know-your-glow-helpsheets/>

<https://support.office.com/>

<http://tinyurl.com/kq2de56>

<https://glowscotland.sharepoint.com/sites/GlowHelp/SitePages/Home.aspx>

Our Vision

The 20#20 Excellence in Learning Technology Vision is one of high achievement, attainment, ambition and inclusion, promoting excellence for all our children and young people across Stirling and Clackmannanshire through the use of 21st century learning technologies.

The 20#20 Excellence in Learning Technology Vision is closely aligned with the Scottish Government’s ICT in Learning Vision; *"Scotland’s educators, learners and parents take full advantage of the opportunities offered by technology in order to raise attainment, ambition and opportunities for all."*

Improving Life Through Learning

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