



Client Data System®

E-mail Posting for Microsoft Office Outlook
User Guide



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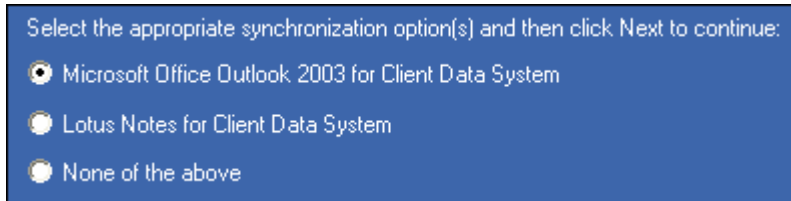
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Introduction

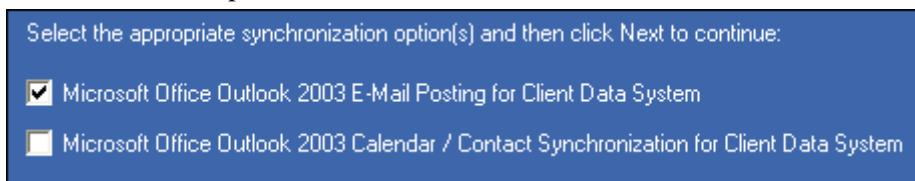
Client Data System E-Mail Posting for Microsoft Office Outlook is an add-on feature that interfaces Client Data System® with Microsoft® Office® Outlook®. This feature enables the CDS user to have a seamless interface with MS Outlook and enables the user to use MS Outlook as an e-mail client. Use MS Outlook to compose mail and post those messages to the CDS SmartPad™. This feature supports Microsoft Outlook 2003.

Installing CDS E-Mail Posting for Microsoft Office Outlook

1. During the installation of CDS 6.0, the E-mail and Calendar Synchronization Installation dialog box displays.



2. By default, the Microsoft Office Outlook 2003 for Client Data System option will be selected. Click the **Next** button to proceed.



3. Select the **Microsoft Office Outlook 2003 E-mail Posting for Client Data System** option and then click the **Next** button to display the InstallShield Wizard Complete dialog box.
4. Click the **Finish** button. When the CDS Outlook E-mail Posting is installed, the CDS Post button is added in MS Outlook.

SmartPad Postings from MS Outlook

The CDS Post button enables the user to post e-mail messages from MS Outlook to CDS.

Posting a Message from the Microsoft Outlook Folder

1. Select the message to be posted to CDS and then click the **CDS Post** button.

2. The posting dialog box displays the specified message information.

Outlook E-Mail Interface

Subject :

Date/Time :

Keywords

Contacts for Posting (CDS)

Source	Contact Name	E-mail Address
--------	--------------	----------------

Record count: 0

Contact E-mail (s) not found in CDS

Source	Contact Name	E-mail Address
--------	--------------	----------------

Record count: 0

Contacts (Posted)

Posted By	Posted To	E-mail Address	Posted On	Keywords
-----------	-----------	----------------	-----------	----------

Record count: 0

Post Cancel

- Subject of the message.
- Date/Time of the message.
- Keywords.
- List of CDS Contacts associated with the message.
- List of Contacts not found in CDS.
- List of Contacts that the message was posted to.
- In the Contacts for Posting (CDS) section, contacts from CDS whose e-mail address matches with the e-mail address in the To, Cc, or Bcc field of the selected mail are listed.
- In the Contact E-mail not found in CDS section, contacts whose e-mail addresses are present in the To, Cc, and Bcc fields of the selected mail are listed. No matching contacts in CDS with that e-mail address are listed.
- In the Contacts (Posted) section, posting details include the name of the CDS user that posted the e-mail, the CDS contact records that the e-mail was posted to, the associated e-mail, the date and time of the posting, and keyword(s) associated with the message.

Posting a Message to Additional Contacts

1. To post the message to CDS contact records that are not listed in the posting dialog box, click the **Add/Search Contacts** button to open the Find Contact Information dialog box.

The screenshot shows the "Outlook E-Mail Interface" dialog box. At the top, the subject is "Thank you - no interest" and the date/time is "Tue 12/27/2005 00:00 PM". There is a "Keywords" field and a "Add/Search Contacts" button. Below this is a table titled "Contacts for Posting (CDS)" with columns for Source, Contact Name, and E-mail Address. Two rows are listed, both with checkboxes in the "To" and "From" columns. The "Record count" is 2. Below this is a section for "Contact E-mail (s) not found in CDS" with a table for Source, Contact Name, and E-mail Address, and a "Record count" of 0. At the bottom is a section for "Contacts (Posted)" with columns for Posted By, Posted To, E-mail Address, Posted On, and Keywords, and a "Record count" of 0. "Post" and "Cancel" buttons are at the bottom right.

Source	Contact Name	E-mail Address
<input type="checkbox"/> To	Test, E-Z Data	ezdatatest@ez-data.com
<input type="checkbox"/> From	Test, E-Z Data	ezdatatest@ez-data.com

Source	Contact Name	E-mail Address
--------	--------------	----------------

Posted By	Posted To	E-mail Address	Posted On	Keywords
-----------	-----------	----------------	-----------	----------

2. The Find Contact Information dialog box is used to search for Individual or Business records.

The screenshot shows two side-by-side dialog boxes. The left one is titled "Find Contact Information" and has a text field for "Last Name <,First Name>" with the letter "a" entered. Below it are radio buttons for "Contact" (selected) and "Business". The right one is titled "Find Business Information" and has a text field for "Business Name" with the letter "a" entered. Below it are radio buttons for "Contact" and "Business" (selected). Both dialog boxes have "Enter the search information and click OK." text and "OK" and "Cancel" buttons at the bottom.

- Enter the search criteria and then click the **OK** button to open a dialog box listing all of the records that meet the criteria. Select the appropriate record(s) and then click the **OK** button. The selected record(s) display in the posting dialog box. For the additional selected record(s) in the Contacts for Posting (CDS) section of the posting dialog box, CDS will display in the Source column.

Outlook E-Mail Interface

Subject : Thank you - no interest

Date/Time : Tue 12/27/2005 00:00 PM

Keywords : []

Contacts for Posting (CDS)

Source	Contact Name	E-mail Address
<input type="checkbox"/> To	Test, E-Z Data	ezdatatest@ez-data.com
<input type="checkbox"/> From	Test, E-Z Data	ezdatatest@ez-data.com
<input checked="" type="checkbox"/> CDS	Ackerman , Joseph	jackerman@jma.com
<input checked="" type="checkbox"/> CDS	ABC Manufacturing	support@abcmanu.com

Record count: 4

Contact E-mail (s) not found in CDS

Source	Contact Name	E-mail Address

Record count: 0

Contacts (Posted)

Posted By	Posted To	E-mail Address	Posted On	Keywords

Record count: 0

[Post] [Cancel]

Posting a Message to a Key Relation

- To post the message to a key relation of a CDS Contact, select the Contact from the Contacts for Posting (CDS) list and then click the **Key Relation(s)** button.
- The Key Relation(s) dialog box opens, listing all of the key relations for the Contact in CDS. To select the key relations to whom to post the message, click the associated checkbox for the appropriate key relations and then click the **OK** button.

Key Relation(s) for Ackerman , Joseph

Contact Name	Relation
<input checked="" type="checkbox"/> Ackerman, Kathleen	Wife
<input type="checkbox"/> Ansong, David	Employee
<input type="checkbox"/> Thompson, Steve	Referrer

Record count: 3

[OK] [Cancel]

3. Click the **Post** button from the posting dialog box to post the message to the selected contacts from the Contacts for Posting (CDS) list as well as for the selected key relations.

Subject : Thank you - no interest

Date/Time : Tue 12/27/2005 00:00 PM

Keywords

Contacts for Posting (CDS)

Source	Contact Name	E-mail Address
<input type="checkbox"/> To	Test, E-Z Data	ezdatatest@ez-data.com
<input type="checkbox"/> From	Test, E-Z Data	ezdatatest@ez-data.com
<input checked="" type="checkbox"/> CDS	Ackerman , Joseph	jackerman@jma.com
<input checked="" type="checkbox"/> CDS	ABC Manufacturing	support@abcmanu.com
<input checked="" type="checkbox"/> Key Relation	Ackerman, Kathleen	

Record count: 5

Contact E-mail (s) not found in CDS

Source	Contact Name	E-mail Address

Record count: 0

Contacts (Posted)

Posted By	Posted To	E-mail Address	Posted On	Keywords

Record count: 0

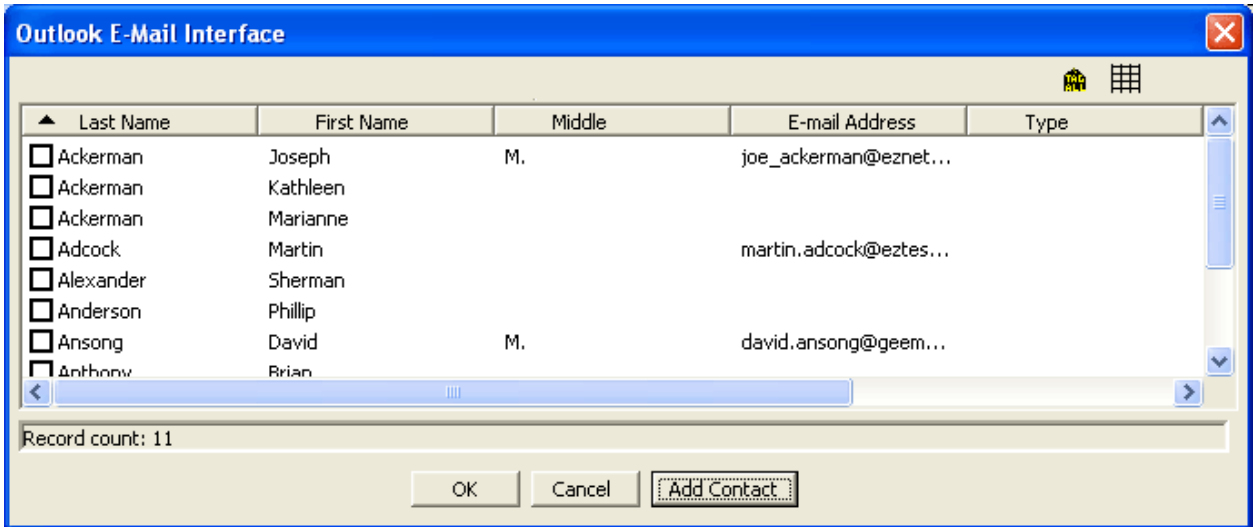
Post Cancel

Posting a Message to a Newly Added Contact

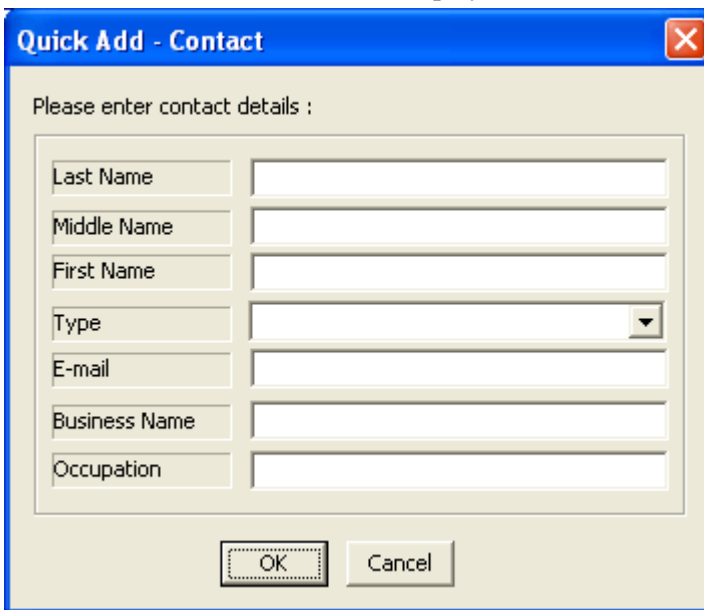
Use the Outlook E-mail Interface application to create new CDS Contacts from the posting dialog box and post messages to that Contact's SmartPad.

1. In MS Outlook, select a message and then click the **CDS Post** button.
2. From the posting dialog box, click the **Add/Search Contacts** button to open the Find Contact Information dialog box.

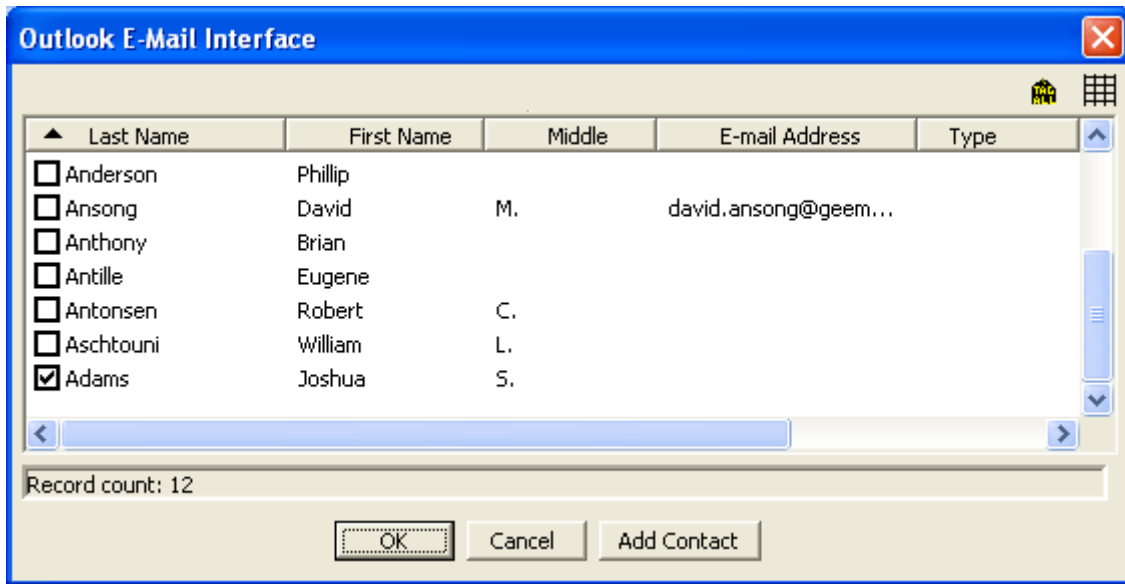
3. Enter the search criteria and then click the **OK** button to display a dialog box of contact record(s) matching the search criteria.



4. Click the **Add Contact** button to display the Quick Add – Contact dialog box.



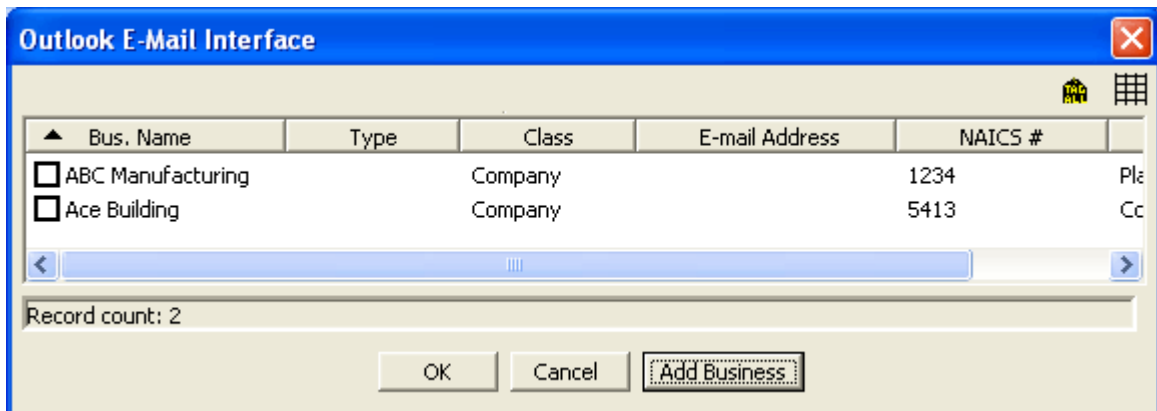
5. Enter all the required Contact information and then click the **OK** button.



6. Click the **OK** button to display the newly added contact record in the posting dialog box.

Posting a Message to a Newly Added Business Record

1. In MS Outlook, select a message and then click the **CDS Post** button.
2. From the posting dialog box, click the **Add/Search Contacts** button to display the Find Contact Information dialog box.
3. Select the **Business** option to change the title of the dialog box to Find Business Information.
4. Enter the search criteria and then click the **OK** button to display a dialog box with contact record(s) matching the search criteria.



- Click the **Add Business** button to display the Quick Add – Business dialog box.

- Enter all the required information for the Business and then click the **OK** button.

Bus. Name	Type	Class	E-mail Address	NAICS #
<input type="checkbox"/> ABC Manufacturing		Company		1234
<input type="checkbox"/> Ace Building		Company		5413
<input checked="" type="checkbox"/> Prime Tech Group, Inc.				

- Click the **OK** button to display the newly added contact record in the posting dialog box.

Indication of Posted Message(s) in Outlook

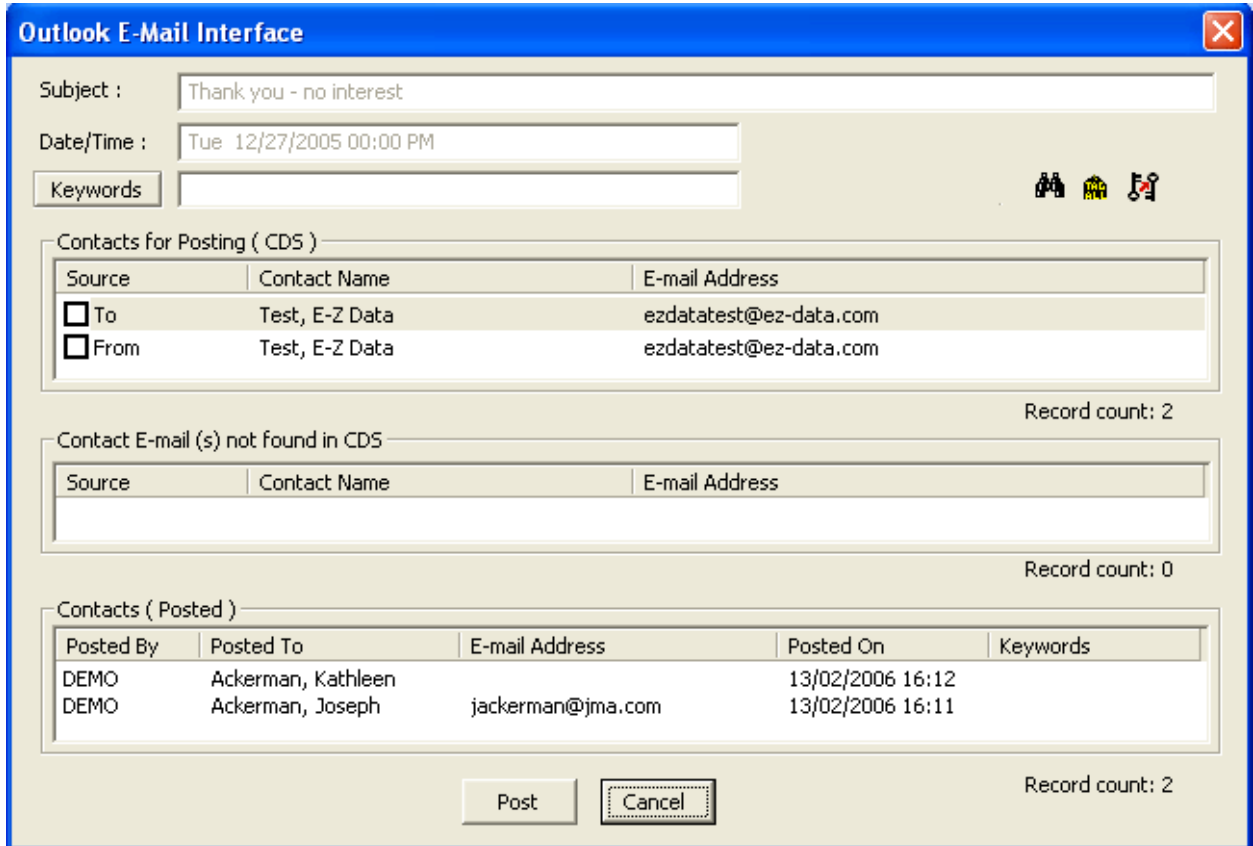
In MS Outlook, without having to go to the posting dialog box of a message, the user can identify whether it has been posted to a Contact's record in CDS.

- In MS Outlook, select the folder from where you want to post an e-mail message (i.e., Inbox, Sent Items).
- On the **View** menu, point to the **Current View** and then select the **Customize Current View** option.
- From the **View Summary** dialog box, click the **Fields** option.
- From the Select Available Fields From dialog box, select the **User-defined fields in Inbox** option.
- If you have already posted a message from this folder, the **Posted** field name displays on the Available Fields list.
- Select the **Posted** field from the list and then click the **Add** button.
- The field can also be positioned in the view by using the Up and Down buttons.

8. In the selected folder view, a checkbox displays in the Posted column for all of the messages that have already been posted to contacts in CDS.

To find out more detailed information about a posted message

1. In Outlook, select a message and then click the **CDS Post** button to display the posting dialog box.



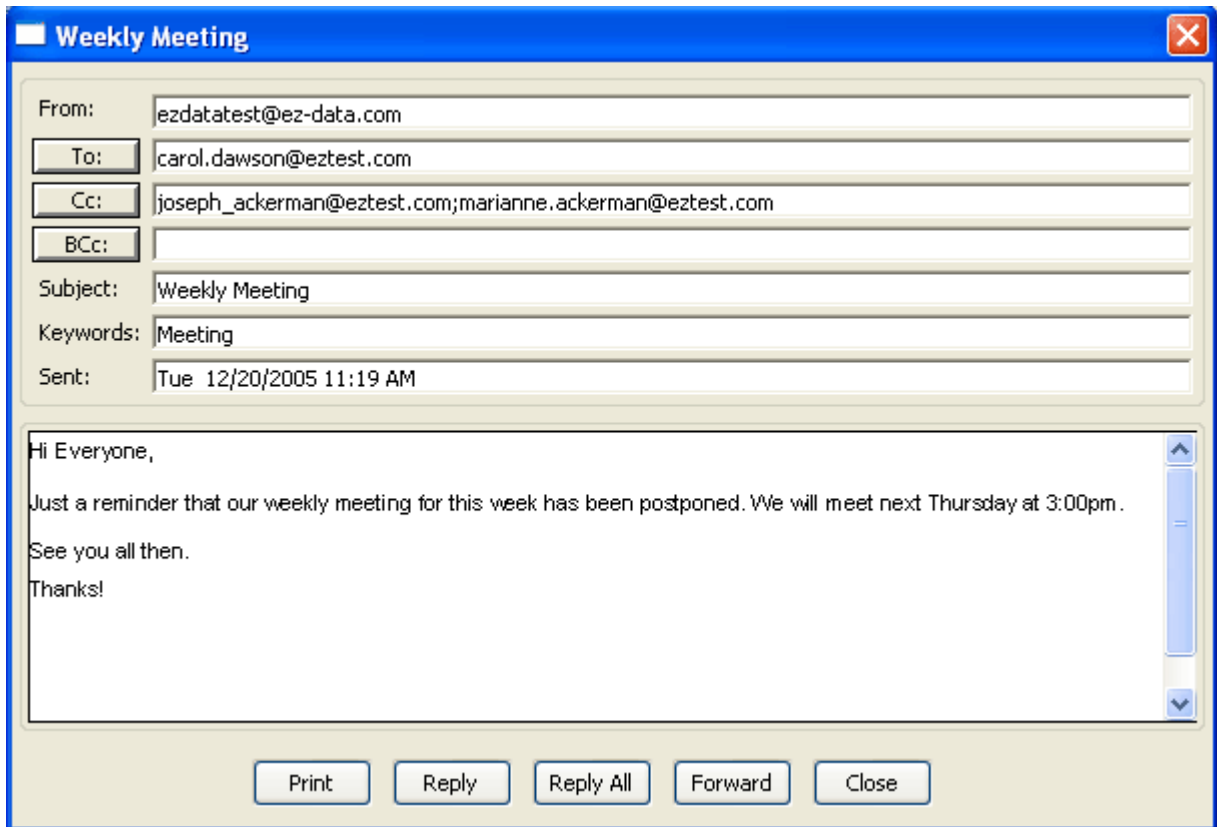
2. The Contacts (Posted) pane displays the following information: who the message was posted by, who the message was posted to, the e-mail address of the contact which the message was posted to, what date/time the message was posted and the keyword of the posted message. This is especially helpful in a network CDS environment when multiple CDS users have been identified as e-mail recipients.

Viewing a Posted Message from the SmartPad

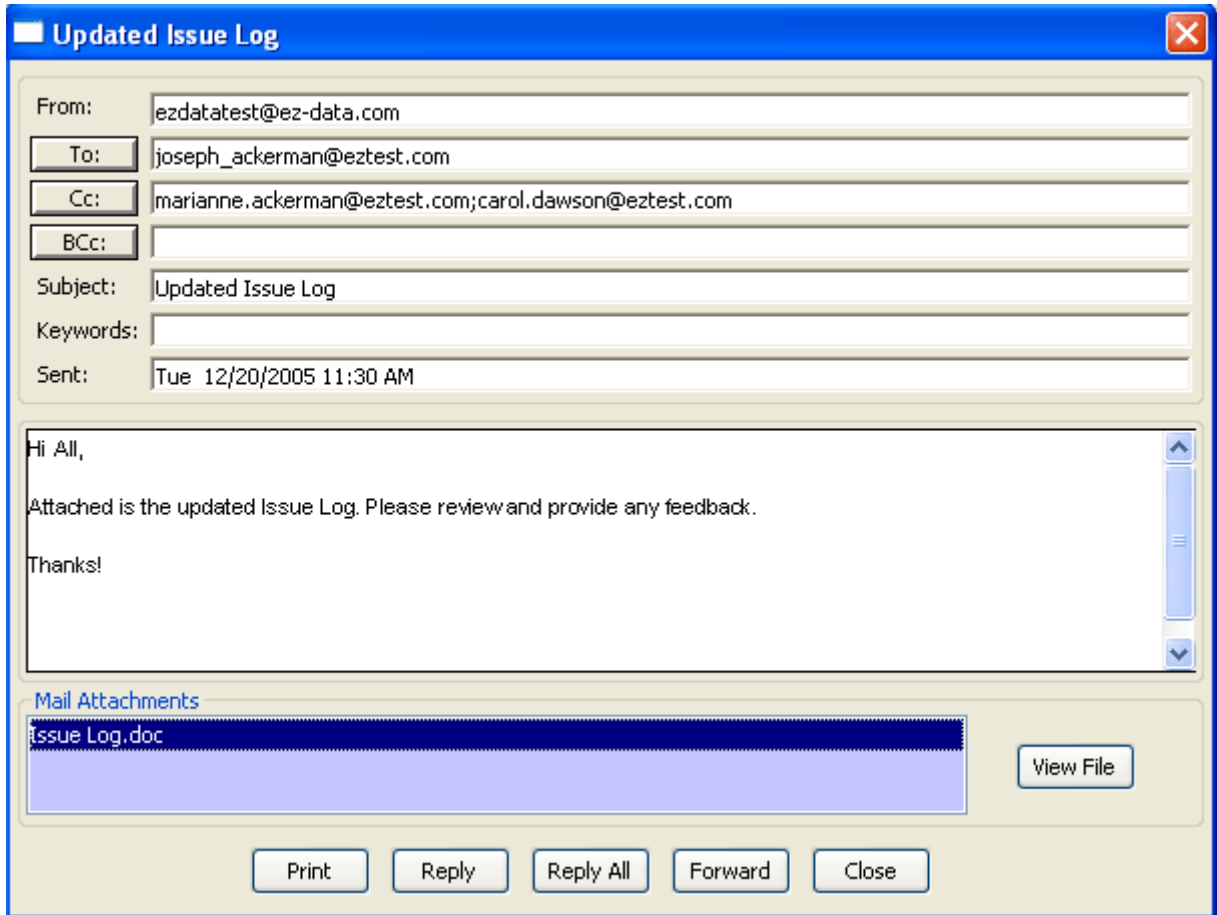
Once the user has posted a message to a Contact record in CDS, he or she can view the posted message from the Contact’s SmartPad.

1. In order to view the content of the message, select the message and then click the **View Posted E-mail Message** button.

2. If the user posted an e-mail, the Type column of the Contact's SmartPad spreadsheet will display E-mail. Click the **View Posted E-mail Message** button to display the e-mail in the following format.



3. If the user posted an e-mail address with an attachment, the Type column of the Contact's SmartPad spreadsheet will read E-mail with Attachment. By clicking the **View Posted E-mail Message** button, the mail will be displayed in the following format.



4. The Mail Attachments section displays the attachment(s). In order to see the content of the attached file, highlight the attachment and then click the **View File** button.

Reply, Reply All and Forward Options for Posted Message(s)

Once a message has been posted to a Contact's SmartPad, the user can choose to **Reply**, **Reply All** or **Forward** the message.

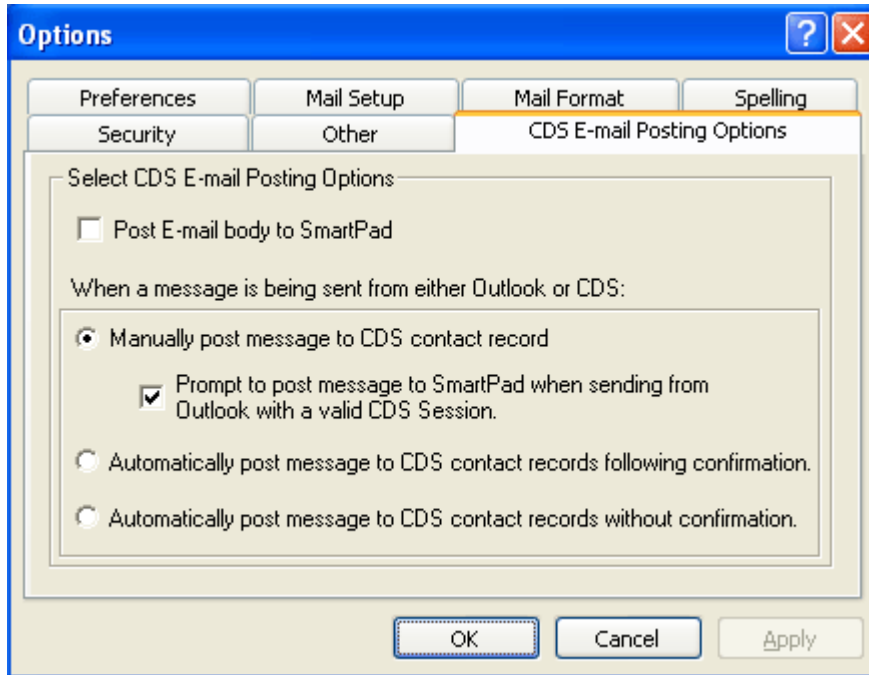
In CDS, open a Contact record and then click the **SmartPad** button. From the SmartPad, select an entry type as either **E-mail** or **E-mail With Attachment** and then click the **View Posted E-mail Message** button. By doing this, the user is able to view the content of the message. The format of the message displays exactly as it does in MS Outlook.

- Click the **Reply** button to open the message in the MS Outlook compose UI with the **To** and the **Subject** fields filled as per the posted mail.
- Click the **Reply All** button to open the message in the MS Outlook compose UI with the **To**, **Cc** and **Subject** fields filled as per the posted mail.
- Click the **Forward** button to open the message in MS Outlook with only the **Subject** field filled as per the posted mail.

CDS E-mail Posting Options

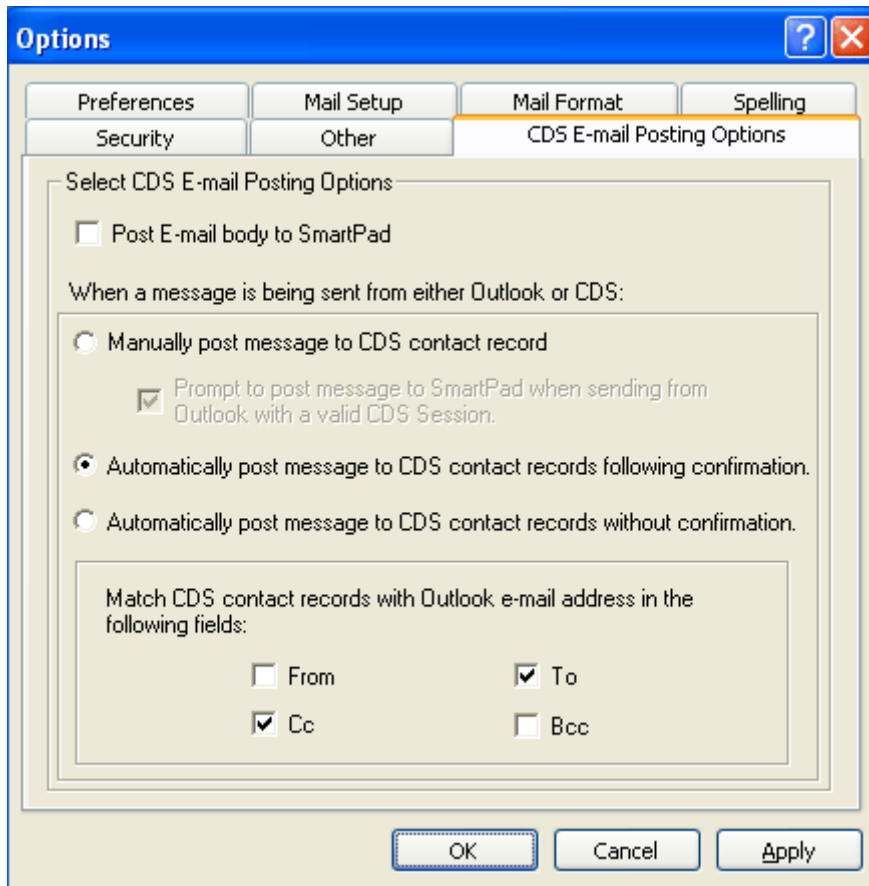
There are several e-mail posting options available when sending mail from MS Outlook.

1. In MS Outlook, click the **Tools** menu to open an additional list of options.
2. Select **Options** and then click the **CDS E-mail Posting Options** tab. By default, the following options are selected.



- When the **Post E-mail body to SmartPad** option is not selected, the subject of the posted message will be displayed in the Notes section of the SmartPad Summary. In this case, the user must open the SmartPad record in order to view the body of the e-mail.
- When the **Post E-mail body to SmartPad** option is selected, the body of the posted message will be displayed in the Notes section of the SmartPad Summary.

- When the user either selects the second or third option from the CDS E-mail Posting Options tab, an additional section displays. In this section, by default, the **To** and **Cc** checkboxes are selected. Upon the automatic posting of the message, it will match the CDS Contact Records with a MS Outlook e-mail address in the specified **To**, **Cc**, **From** and **Bcc** fields and then post the message to those contacts' SmartPad records.



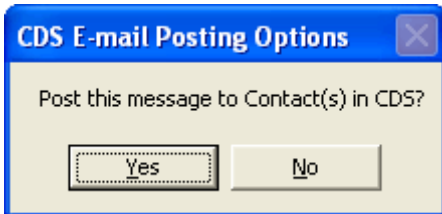
- **Manually Post the Message to the CDS Contact Record:** In Outlook, compose a message and then click the **Send** button to send the message to the Sent Items folder. Open the **Sent Items** folder, select the message which was sent and then click the **CDS Post** button. The user can then specify which Contacts in CDS to post the message to.
- **Manually Post the Message to the CDS Contact Record and Prompt to Post the Message to SmartPad when sending from Outlook with a valid CDS session:** In Outlook, compose a message and then click the **Send** button to be prompted to post the message to a Contact in CDS. If **Yes** is selected, the posting dialog box will display where the user can specify to which Contacts in CDS to post the message.
- **Automatically Post Message to CDS Record(s) Following Confirmation:** In Outlook, compose a message and then click the **Send** button to be prompted to post the message to Contacts in CDS. If **Yes** is selected, it will automatically post the message to all of the matching CDS Contact records with an Outlook e-mail address in the specified **To**, **Cc**, **From** and **Bcc** fields.
- **Automatically Post Message to CDS Contact Record(s) without Confirmation:** In Outlook, compose a message and then click the **Send** button to automatically post to all of the matching CDS Contact records with an Outlook e-mail address in the specified **To**, **Cc**, **From** and **Bcc** fields.

Note that depending on the CDS E-mail Posting option selected, the outcome will be slightly different. The default CDS E-mail Posting option will be used throughout the user guide. The selection does not effect the posting from any of the MS Outlook mail folders.

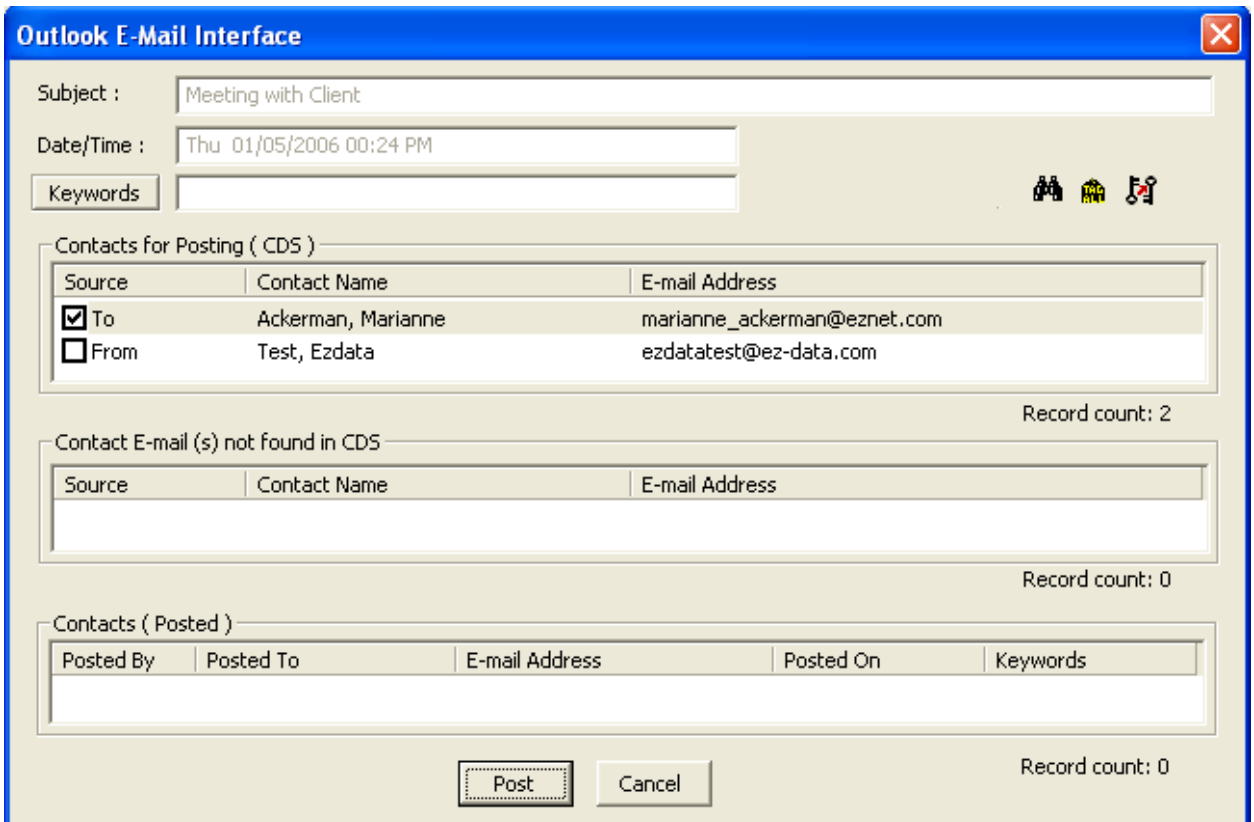
Composing a Message from MS Outlook

Both message(s) that already exist in MS Outlook and newly composed message(s) can be posted.

1. Compose a message and then click the **Send** button. The following prompt will display if the default settings in the CDS E-mail Posting Options were selected.



2. Click the **Yes** button.
3. A posting dialog box will open and display the composed message information (e.g., Subject and Date/Time) along with any matched CDS contact record(s).
4. If the message finds a match with any CDS contact records, a bold checkbox will display under the Source column. To post the message to this contact, select the checkbox and then click the **Post** button.



Form Letters

The Outlook E-mail Interface application also enables the user to send form letters from CDS to the selected contacts directly through MS Outlook.

E-mailing a Form Letter as an E-mail

1. In CDS, click the **Reports** menu and then select the **E-mail Form Letters** option to open the Find Form Letter dialog box.
2. Click the **OK** button to display the E-mail Form Letter dialog box.

Date	Description	Modified	DocType	HIPAA
08/02/1997	2nd year term renewal	08/02/1997	E-Z Editor	
08/02/1997	3rd year term renewal	08/02/1997	E-Z Editor	
08/02/1997	4th year term renewal	08/02/1997	E-Z Editor	
08/02/1997	5th year term renewal	08/02/1997	E-Z Editor	
08/02/1997	6th year term renewal	08/02/1997	E-Z Editor	
08/02/1997	7th year term renewal	08/02/1997	E-Z Editor	

Subject: 2nd year term renewal

Attachments

Add (Images / Documents)...

Browse...

View Attachment

Remove Attachment

Address Selection

Preferred Address

Residence Address

Business Address

Letter Log Storage Optn

Link to Form Letter Only

Hardcopy to Client

No Letter Log Storage

E-mail Options

E-mail

E-mail as Attachment

Save copies of messages in Sent Items folder

Request a delivery receipt

Request a read receipt

Importance: High

Sort By

Last Name

Zip Code

Create Follow-up Activity

E-mail Cancel Contacts... Help

3. Select the Form Letter to be e-mailed. By default, the Description of the selected Form Letter will display in the Subject field.
4. Click the **Contacts** button to display the Select Contact dialog box.

Contact Selection Using Set/Filter...

Ad hoc Contact Selection...

Select All Contacts

OK Cancel Help

- **Contact Selection Using Set/Filter:** Specify a set or filter to e-mail the selected Form Letter to.
- **Ad hoc Contact Selection:** Specify contact(s) to e-mail the selected Form Letter to.
- **Select All Contacts:** Send the selected Form Letter to all contacts in the CDS database.

- When the **Ad hoc Contact Selection** option is selected, follow the following steps:
 1. Click the **Find** button to display the Find Contact Information dialog box.
 2. Click the **OK** button to display the Contact List.
 3. Select the Contact(s) to e-mail the Form Letter to and then click the **Ok, Select** button.
 4. The selected Contact(s) will display in the Select Contact List.



5. Select each of the Contacts to e-mail the Form Letter to and then click the **OK** button.
6. In the E-mail Form Letter dialog box, click the **E-mail** button to e-mail the Form Letter to the selected Contact(s).

E-mailing a Form Letter with an Attachment

1. In CDS, click the **Reports** menu and then select the **E-mail Form Letters** option to open the Find Form Letter dialog box.
2. Click the **OK** button to open the E-mail Form Letter dialog box.
3. Click the **Add (Images/Documents)** option to display the Images/Documents spreadsheet.

Contact	Date	Description
Ackerman, Joseph	01/05/2000	2nd Year Term Renewal Letter
Ackerman, Joseph	12/15/1999	College Funding Letter
Antille, Eugene	10/31/1999	8 Pay Life Letter
Antille, Eugene	09/04/1999	Performance Bar Graph
Ackerman, Joseph	03/25/2005	Header logo

4. Select the image or document to be sent as an attachment along with the Form Letter and then click the **Ok, Select** button.

- The selected image or document will display in the Attachments section.

E-mail Form Letter

Letters

Date	Description	Modified	DocType	HIPAA
08/02/1997	2nd year term renewal	08/02/1997	E-Z Editor	
08/02/1997	3rd year term renewal	08/02/1997	E-Z Editor	
08/02/1997	4th year term renewal	08/02/1997	E-Z Editor	
08/02/1997	5th year term renewal	08/02/1997	E-Z Editor	
08/02/1997	6th year term renewal	08/02/1997	E-Z Editor	
08/02/1997	7th year term renewal	08/02/1997	E-Z Editor	

Subject: 6th year term renewal

Attachments

2nd Year Term Renewal Letter

Add (Images / Documents)...

Browse...

View Attachment

Remove Attachment

Address Selection

Preferred Address

Residence Address

Business Address

Letter Log Storage Optn

Link to Form Letter Only

Hardcopy to Client

No Letter Log Storage

E-mail Options

E-mail

E-mail as Attachment

Save copies of messages in Sent Items folder

Request a delivery receipt

Request a read receipt

Importance: High

Sort By

Last Name

Zip Code

Create Follow-up Activity

Print One Per Family

E-mail Cancel Contacts... Help

- Click the **View Attachment** button to view the selected attachment.
- Click the **Remove Attachment** button to remove the selected attachment.
- Specify an attachment by clicking the **Browse** button.

E-mailing a Form Letter as an Attachment

1. In CDS, click the **Reports** menu and then select the **E-mail Form Letters** option to open the Find Form Letter dialog box.
2. Click the **OK** button to open the **E-mail Form Letter** dialog box.

E-mail Form Letter

Letters

Date	Description	Modified	DocType	HIPAA
08/02/1997	2nd year term renewal	08/02/1997	E-Z Editor	
08/02/1997	3rd year term renewal	08/02/1997	E-Z Editor	
08/02/1997	4th year term renewal	08/02/1997	E-Z Editor	
08/02/1997	5th year term renewal	08/02/1997	E-Z Editor	
08/02/1997	6th year term renewal	08/02/1997	E-Z Editor	
08/02/1997	7th year term renewal	08/02/1997	E-Z Editor	

Subject: 7th year term renewal

Attachments

Add (Images / Documents)...

Browse...

View Attachment

Remove Attachment

Address Selection

Preferred Address

Residence Address

Business Address

Letter Log Storage Optn

Link to Form Letter Only

Hardcopy to Client

No Letter Log Storage

E-mail Options

E-mail

E-mail as Attachment

Save copies of message

Request a delivery receipt

Request a read receipt

Importance: High

Sort By

Last Name

Zip Code

Create Follow-up Activity

HTML

Adobe PDF Files

HTML

Rich Text

Text

Word for Windows

E-mail Cancel Contacts... Help

3. Select the Form Letter to be e-mailed. By default, the Description of the selected Form Letter will display in the Subject field.
4. From the E-mail Options section, select the **E-mail as Attachment** option to display a drop-down menu. By default, HTML will be selected.

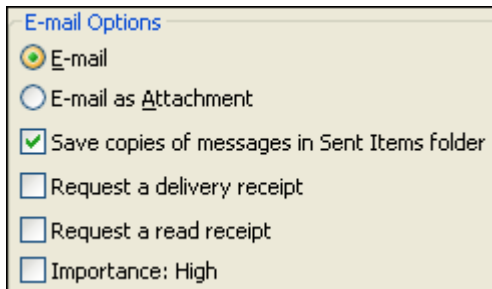
5. Select the format in which the attachment should be sent and then click the **Contacts** button to display the Select Contact dialog box.



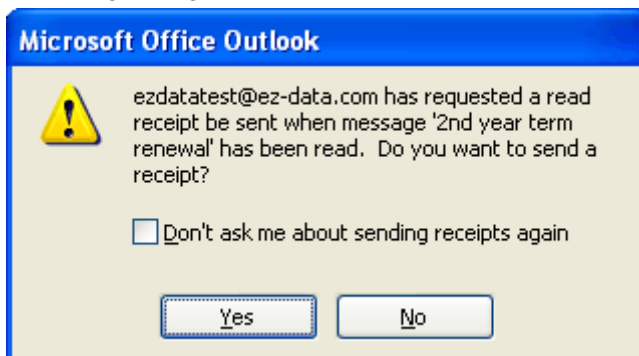
6. Select the applicable option and then click the **OK** button.
7. In the E-mail Form Letter dialog box, click the **E-mail** button to e-mail the Form Letter as an attachment to the selected Contact(s).

E-mail Options

Aside from being able to send a Form Letter as an E-mail or as an E-mail Attachment, there are several options when sending a Form Letter.



- **Save copies of messages in Sent Items folder:** Select this option to save a copy of the sent message to the MS Outlook Sent Items folder.
- **Request a delivery receipt:** Select this option to request a delivery receipt.
- **Request a read receipt:** Select this option to prompt the individual receiving the message with the following dialog box.



- Click the **Yes** button to send a receipt.
- **Importance: High:** Select this option to mark the message being sent with a priority of Importance: High.

Sending Internal Messages as E-mail

When a user from one database sends an internal message to a user of another database, that message is sent as an e-mail.

1. In CDS, click the **Messages** button to display the Messages – Inbox tab.
2. Click the **New Message** button to display the Message Recipients dialog box.
3. From the Message Recipients dialog box, select the users to send the message to and then click the **OK** button to display the While You Were Out dialog box.

Note that selecting none of the users will send the message to all of the users listed in the Message Recipients dialog box.

4. Enter all the required information and then click the **Send** button. Note that the recipient user must have an e-mail address specified in the User Profile.
5. The selected recipient user will receive this message as an e-mail.

Sending CDS Activities as Online Invitations

1. In CDS, open the Activity Detail dialog box.

Activity Detail

Last Nm,First: Ackerman, Kathleen Priority: Normal
Type/Sub: Meeting Status: Active
Keywords: Internal Assigned To: DEMO
Due Date: / / Private Tentative Tracked

Created By: DEMO
Created On: 12/27/2005

Subject: Weekly Meeting
Place: Boardroom Send E-mail Invitations

Start Time: Tue 12/27/2005 01:30 PM All day event
End Time: Tue 12/27/2005 03:00 PM

Reminder

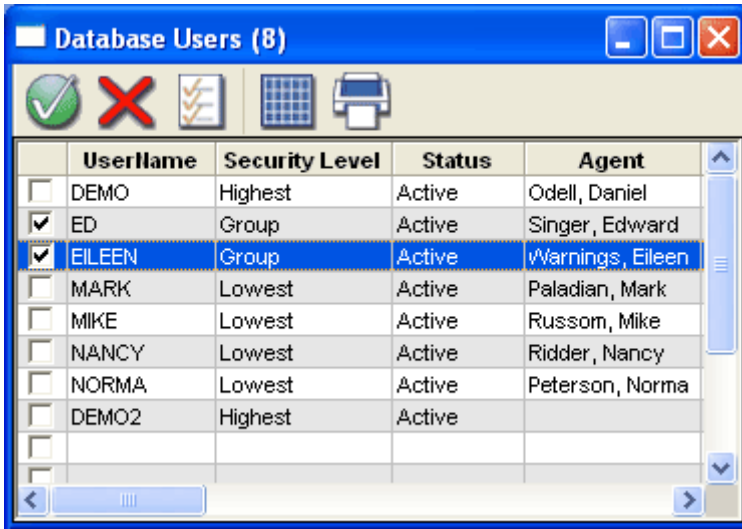
Reason: Follow-up

Participants: + -

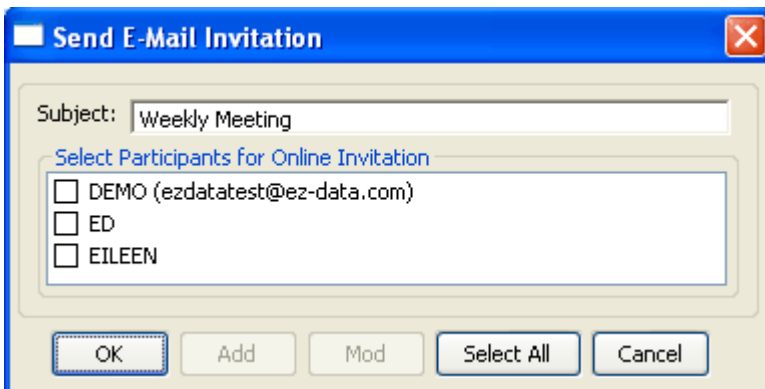
Username

OK Cancel Options... Help

2. Enter all the required information and then click the **Add Record** button in the Participants section to display the Database Users list.



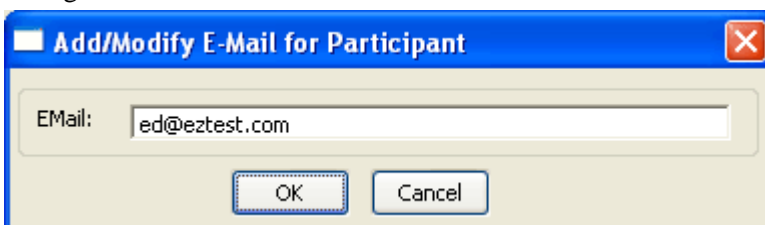
3. Select the appropriate users and then click the **Ok, Select** button.
4. In the Activity Detail dialog box, the **Send E-mail Invitations** option will be automatically enabled.
5. Click the **OK** button to display the Send E-mail Invitation dialog box.



6. Select the participants for the online invitation and then click the **OK** button. To send an online invitation to a participant, an e-mail address must be specified for that participant.

To add an e-mail address for a participant from the Send E-mail Invitation dialog box

1. Select the Participant and then click the **Add** button to open the Add/Modify E-mail for Participant dialog box.



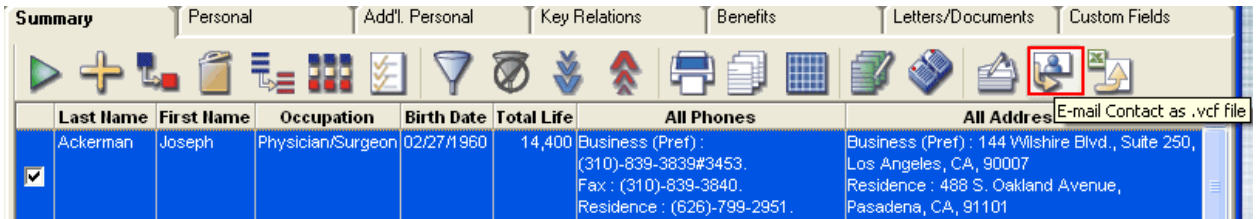
2. Enter the e-mail address for the participant and then click the **OK** button.
3. The added e-mail address displays in the Send E-mail Invitation dialog box next to the Participant's name.

To modify an e-mail address for a participant from the Send E-mail Invitation dialog box

1. Select the Participant and then click the **Modify** button to display the Add/Modify E-mail for Participant dialog box.
2. Modify the e-mail address and then click the **OK** button.
3. The modified e-mail address displays in the Send E-mail Invitation dialog box next to the Participant's name.

Exporting CDS Contact Information in the vCard (.vcf) Format

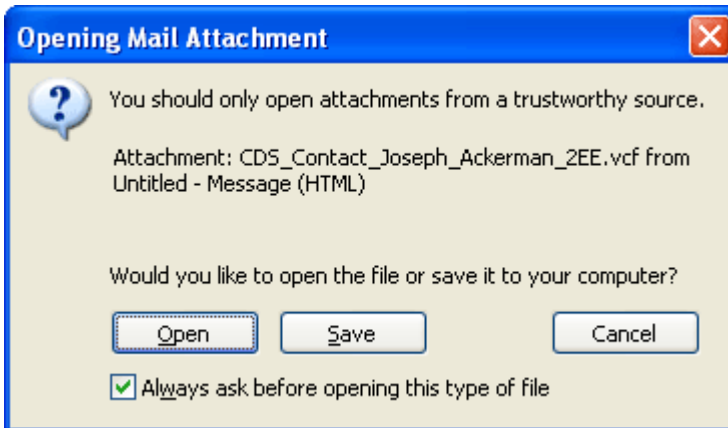
1. In CDS, from the Contact Summary, select a contact record and then click the **E-mail Contact as .vcf file** button.



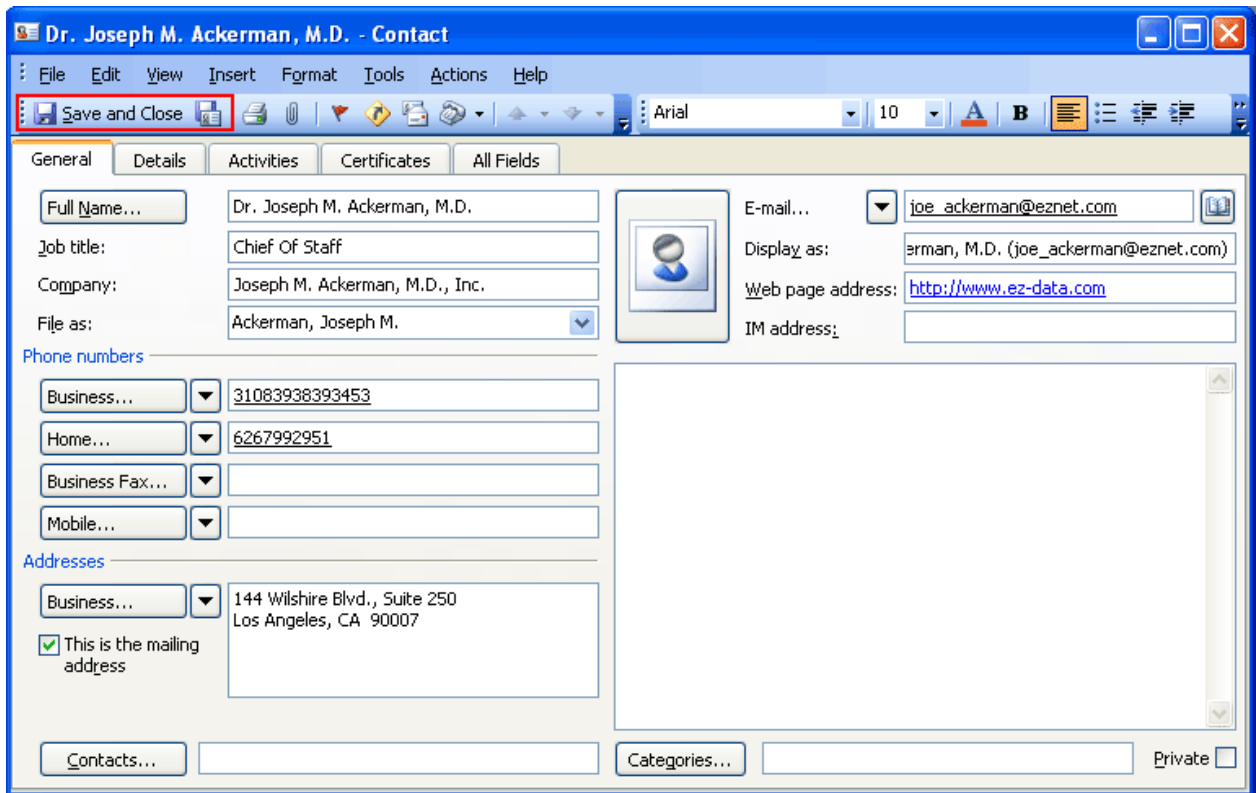
2. The Outlook Compose dialog box displays with the selected contact record as a .vcf attachment.
3. Enter the appropriate message recipient(s) and then click the **Send** button.

To import the Contact record into MS Outlook

1. In MS Outlook, open the message with the .vcf attachment.
2. Double-click the attachment to display the Opening Mail Attachment dialog box.



3. Click the **Open** button to display the Contact record in vCard format.



4. Click the **Save and Close** button to save the contact record in the default Outlook Contacts folder.