

**EDITING BUSINESS CARDS**

- Opening an individual contact record in a view other than People view displays an automatically downloaded business card that includes the image associated with the contact record. You can:
  - Modify the content, layout, colors, theme, and labels of the business card associated with any contact record.
  - Send electronic business cards as email message attachments or display them as your email signature.
- Call a business card**
  - From a view of the People results other than People view, open the contact record in editing.
  - Go to the Action group on the Contact bar.
  - Click **Business Card**.



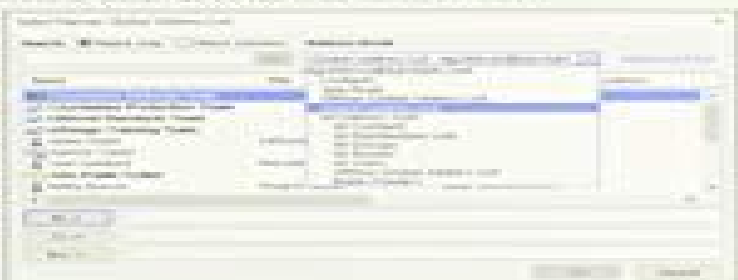
- Go to the **Image Storage** tab in the Contact bar, then:
  - To control the location of the image used on the business card: Click **Image Left**, **Image Right**, **Image Top**, or **Image Bottom**.
  - To hide the image: Click **None**.
- Click **Background Color**. Then, click the color background color you want **OK**.
- To replace the background color with the image:
  - In the Contact bar, click **Background Image**.
  - In the **Image Address**, specify the percentage of the card the image should cover.
  - In the **Image Align** list, click the position of the image on the business card.
  - All options other than **Fit** or **Stretch** hide the image on the card.
- In the **Fields** area, use the buttons below the pane to add, remove, and reorder fields, ending with the **Fields** you want to display on the business card or the order you want to display them.
- In the **Card settings**, change the type, label, or formatting associated with the field.
- When the business card looks the way you want, click **OK**.

**EMPTYING THE TRASH**

- Messages, calendar items, contact records, tasks, and notes that you delete from the Outlook results are sent to the Deleted Items folder of the account you delete them from.
  - Revoke**: You can restore information if you accidentally delete it.
  - Recover**: Deleted items cannot recover your data storage limits.
- To keep your Outlook synchronization safe, have Outlook empty the Deleted Items folder each time you click:
  - F5**: If you need to restore an item that you deleted from a Microsoft Exchange account after emptying the Deleted Items folder, your Exchange administrator might be able to recover it during the nexted retention period.
- Empty an individual Deleted Items folder**
  - Right-click the folder.
  - Click **Empty Folder**.
- Automatically purge all deleted items**
  - Display the Address List page of the Outlook Options dialog box.
  - Go to the Deleted Items and your version of the page.
  - Check the box for **Empty Deleted Items folders** when using Outlook.

**ACCESSING ORGANIZATIONAL CONTACT INFORMATION**

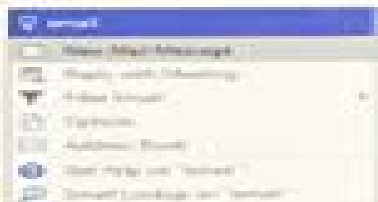
- For each Microsoft Exchange account that you set up as Outlook, you have access not only to your Outlook address book and any secondary address books that you create, but also to a **Global Address List (GAL)** that contains the contact information for members of your organization.
  - Note**: You can't display the contents of the GAL in the People results as you can with regular address books.
  - Access contact information from the GAL**
    - Display any results of the search that the GAL is associated to.
    - In the **Find** group on the Home tab:
      - Click the **Address Book** button.
      - If the **Address Book** dialog box doesn't display your organization's Global Address List, choose **Global Address List** in the **Address Book** list.



- To scroll the GAL to the first instance of a name: Click off or part of the text of the name in the Search bar.
- To filter the GAL to display only records containing the search string:
  - Click **More** below.
  - Enter any part of the name, title, phone number, location, department, or email address of the contact record you want to locate in the Search bar.
  - Click **Go**.

**GETTING HELP**

- Find additional information about Outlook features, get help creating a calendar, and discover options to your technical problems.
  - Click the **Search** text field located to the right of the Address bar.
  - Enter a topic in the text field or display a list of related commands.
  - Run any command directly from the search results.
- EM**
  - Click **Get Help on "Topic"** before the search results to open the related Help file on the topic **EM**.
  - Click **Search Outlook on "Topic"** before the search results to open the **Search Outlook** pane.
  - Smart Lookup** offers new topics: **Explore** and **Play**.
    - Explore** view: Displays search results from Wikipedia, Bing, and other websites.
    - Play** view: Displays the definition of the topic or a list of other results in the related dictionary.
  - Included as a web recording of the entire presentation of the search pane, if one is available.
- Only display search results from one source in Explore view**
  - Open the **Search Outlook** pane. Then, click the **Explore** heading.
  - Click **More** below the top search results in the category you want to view.

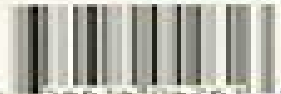


**E, S, M, W**  
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