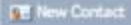



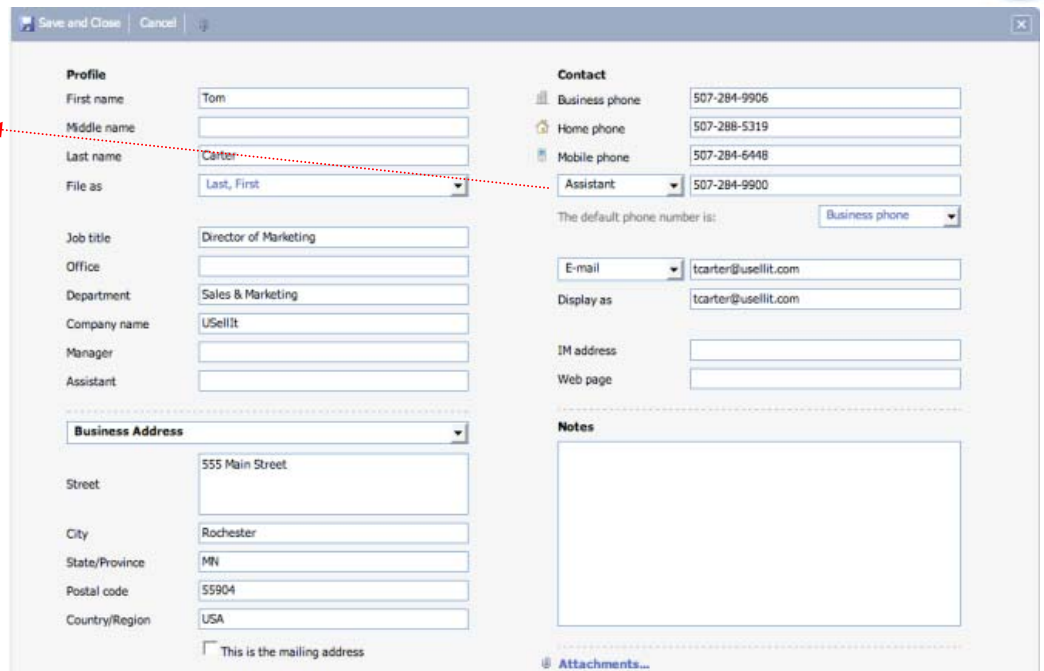
# OWA Contacts for Mac Users

XAVIER UNIVERSITY | DISCOVERY SERVICES



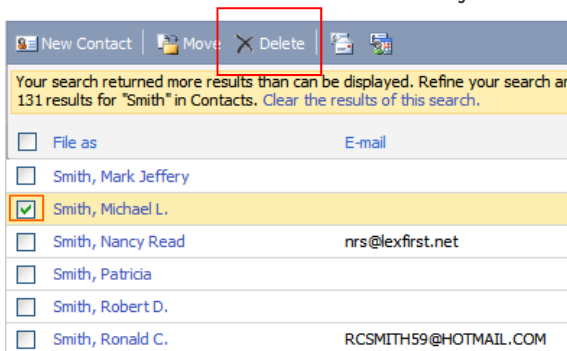
## Adding Contacts

1. Click on the  button.
2. Enter the information that you want to include for the contact.
3. You can store multiple phone numbers underneath the **Mobile phone** field. Each time you select an option from the drop-down list and type in a phone number, it saves the phone number for that selection. To display the phone numbers once they have been entered, select the desired phone number type .



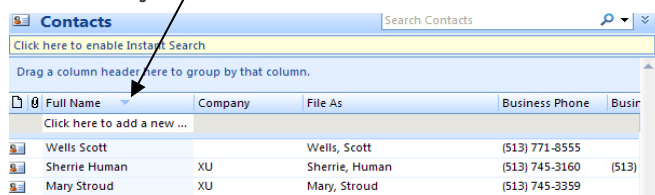
## Deleting a Contact

1. Select the contact or contacts that you want to delete.
2. Click on the Delete button to delete the contacts you have selected.



## Sorting Contacts

1. Click any **column header** to sort by that header title. A small triangle to the right of the column name indicates that the list has been sorted by that column.

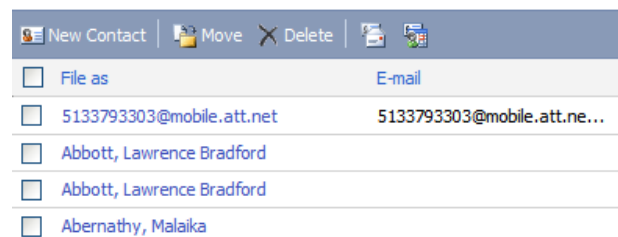


An upward arrow indicates that the list is sorted in alphabetical order from A to Z, while a downward arrow indicates that it is sorted

## Searching for Contacts

To search for a particular contact or contacts:

1. In the **Find Someone** box, type the name or other information you are looking for. You can search on complete or partial information that you have entered for contacts with this method. For example, you can enter a business name or a phone number, or a part of either.
2. Select the desired contact list, address book, or distribution list from **1** the drop-down list. **2** Click on the **3** magnifying



## Editing Contacts

1. Double-click on the contact that you would like to modify.
2. Click on the **Edit Contact** button.
3. Make the desired changes to the contact information, then click on the **Save and Close** button.