

Outlook Contact Guide

Syncing

Title (*prefix*)

First Name

Middle Name

Last Name

Suffix

Job Title

Company (*if no company, please use "Unknown" or "Unaffiliated"*)

Email 1

Email 2

Web Page Address

Business Phone

Mobile Phone

Business Address—Street

Business Address—City

Business Address—State/Province

Business Address—Zip/Postal Code

Business Address—Country

Assistant's Name

Nickname

Not Syncing

Notes

Home Phone

Home Address

Fax

Department

Office

Profession

Manager's Name

Souse/Partner

Birthday

Anniversary

The screenshot shows the Outlook 'Lawrence Wu - Contact' window. The contact information is as follows:

- Full Name: Dr. Lawrence Wu
- Company: NERA Economic Consulting
- Job title: President
- File as: Wu, Lawrence
- Internet:
 - E-mail: Lawrence.Wu@NERA.com
 - Display as: Wu, Lawrence (Lawrence.Wu@NERA.com)
 - Web page address: <http://www.nera.com/experts/dr-lawrence-wu.html>
 - IM address: (empty)
- Phone numbers:
 - Business: +1 (415) 291-1007
 - Home: (empty)
 - Business Fax: (empty)
 - Mobile: (empty)
- Addresses:
 - Business: Four Embarcadero Center, San Francisco, California 94111
 - ☒ This is the mailing address

A 'Check Address' dialog box is open, showing the address details:

- Street: Four Embarcadero Center
- City: San Francisco
- State/Province: California
- ZIP/Postal code: 94111
- Country/Region: USA
- ☒ Show this again when address is incomplete or unclear

Green boxes highlight the fields in the contact form that are being synced, and red boxes highlight the fields that are not being synced. A red 'X' is drawn over the 'Notes' field. A green arrow points from the 'See more about: Dr. Lawrence Wu.' link to the 'Check Address' dialog box.

Lawrence Wu - Contact

File Contact Insert Format Text Review

Actions Show Contact Details Add Activity View Reports InterAction Communicate Names Options Tags Update Zoom

Department: [Redacted] Manager's name: [Redacted]
Office: [Redacted] Assistant's name: Rachel Williams
Profession: [Redacted]

Nickname: [Redacted] Spouse/Partner: [Redacted]
Title: Dr. Birthday: None
Suffix: [Redacted] Anniversary: None

Internet Free-Busy
Address: [Redacted]

See more about: Dr. Lawrence Wu.