Microsoft Outlook 2007
Contacts Subfolder

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Subfolder under Contacts

Advantages
  o Ability to create separate folders for different types of contacts. Example: Separate folders for personal contacts and business contacts.
  o Can be created using addresses from the global address list or your personal contacts, or a combination of both.
  o Can be used for mail merges, instances where you may wish to send an individualized email or letter.
  o If an email address changes, it is revised directly in the card.

Disadvantages/Limitations
  o A separate contact must be made for each individual in this folder.
  o Entries from the global address list must be copied into this folder if you wish to include them in a mailing/merge project.

Create contacts subfolder

Contact subfolders can be created as a place to keep a collection of a certain type of contacts. For example, you might want to group contacts from a certain committee together, or keep personal contacts in a separate folder from your business contacts.

To create a new folder, first click on Contacts in the Navigation Pane. Then click File – New – Folder

A window will appear. Enter a name for your contact folder. This example shows a new folder called ABC_Committee.
**Create New Folder**

- **Name:** ABC_Committee
- **Folder contains:** Contact Items

**Select where to place the folder:**

- Mailbox - Oh, Judy
- Calendar (6)
- Contacts
- Deleted Items (9)
- Drafts
- Inbox (19)
- Infected
- Journal
- Junk E-mail [348]
- Mimosa Archive
- New

**Type a name for your new folder.**

**Important!** Make sure the area next to “Folder Contains” says “Contact Items”

**Make sure Contacts is selected here.**

**Click OK when done.**

You should now see your newly created folder directly under Contacts when looking at Outlook using the Folder List viewing option.
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Sending email to contacts in a new contact folder
Use the Folder List View from the Navigation Pane.

To send to ALL contacts in the subfolder
➢ Highlight all contact cards – click on first name, hold the shift key down and click on last name. This will highlight all individuals.
➢ Click on the To button so that all names appear in the To field.
➢ Compose message and send.

To send to PART of the contacts listed in the subfolder
➢ Highlight contacts you wish to send email to – hold the Control key down and click on each desired name. (If needed, click on name again to deselect.)
➢ Click on the To button so that all names appear in the To field.
➢ Compose message and send.

Confidential sending (addresses/names not visible in email To field)
Create your email as usual
➢ Add your name in the To field.
➢ Instead of adding selected contacts to the To field, add them to the Bcc field.

Delete contacts in subfolder
Navigate to the contacts subfolder.
➢ Click on contact you wish to delete.
➢ Press the Delete button on your keyboard or click on the X in toolbar.