



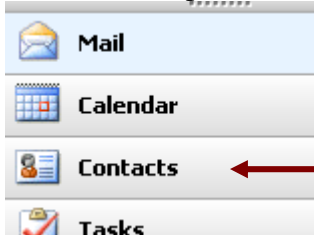
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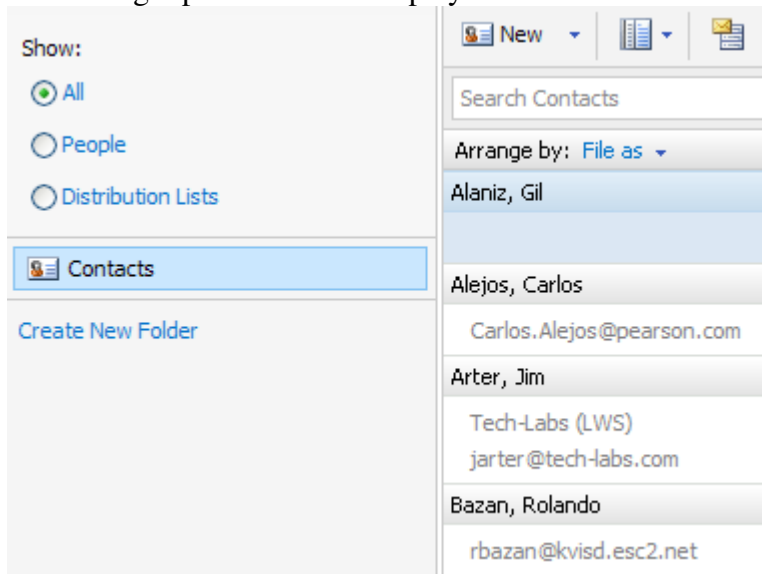
OWA - Displaying & Adding Personal Contacts

1. Log into the OWA system
2. In the left pane near the bottom left-click the mouse on **Contacts** as shown by red arrow in image below



These are the personal contacts that you manually enter into the OWA system

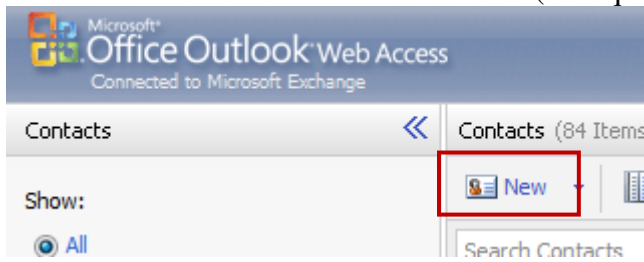
3. The right pane will now display similar as shown below



- a. The top part of the left pane in the **Show:** field gives you three options
 - i. **All** – Displays all personal individual email address and personal created Distribution Lists
 - ii. **People** – Displays only personal individual email address
 - iii. **Distribution Lists** – Displays only personal created Distribution Lists

NOTE: Left-click the mouse in the radio button to select which option you desire to display in the right pane

4. To add a personal email address to your Contacts do the following:
 - a. Make sure you are in the Contact section in the bottom part of the left pane
 - b. Left-click the mouse on the **New button** (red square below)



- c. Another window will open with different fields of information you can complete for the new Contact as shown below

A screenshot of a web browser window titled 'Untitled Contact - Windows Internet Explorer'. The address bar shows the URL 'https://mail.kingsvilleisd.com/owa/?ae=Item&a=New&t=IPM.Contact&fid='. The browser's toolbar includes a 'Save and Close' button highlighted with a green square. The main content area is a contact form with two sections: 'Profile' and 'Contact'. The 'Profile' section includes fields for 'First name', 'Middle name', 'Last name', 'File as' (a dropdown menu set to 'Last, First'), 'Job title', 'Office', 'Department', 'Company name', 'Manager', and 'Assistant'. The 'Contact' section includes fields for 'Business phone', 'Home phone', 'Mobile phone', 'Assistant' (a dropdown menu), and 'E-mail' (a dropdown menu). The browser's status bar at the bottom shows 'Unknown Zone (Mixed) | Protected Mode: Off' and a zoom level of '100%'.

- d. Complete the desired fields with the information pertaining to the Contact
 - e. When finished left-click the mouse on the **Save and Close button** (green square above)
 - f. The above window will disappear and the new Contact will now be visible in your Contacts list