

THE MICROSOFT OUTLOOK CONTACT RECORD

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Fidelity National Title
Company of Oregon

Follow Up Flag

Attach File to Contact Record

Map To Address

Print's Contact Record

Send Email to Contact

Display Photo

Email/Website Info

Notes Section:
You can type notes here and this is the area that attachments and hyperlinks appear.

All Fields Tab:
Create custom Outlook fields here. Click "New" button in the bottom left corner.

Activities Tab:
Client Tracking. Tracks emails, phone calls, documents, appointments etc.

Details Tab:
Additional Client Information. Birthday/Anniversary etc.

Address Info - Type address in format: Street Address City, State Zip

Link Contacts Together: See Activities Tab

Assign Categories

The screenshot shows the Microsoft Outlook 'Contact' window with the following elements and callouts:

- Toolbar:** Includes icons for 'Print's Contact Record', 'Attach File to Contact Record', 'Follow Up Flag', 'Map To Address', 'Send Email to Contact', and 'Display Photo'.
- Menu Bar:** File, Edit, View, Insert, Format, Tools, Actions, Help.
- Navigation Tabs:** General, Details, Activities, Certificates, All Fields.
- Form Fields:** Full Name..., Job title, Company, File as, Phone numbers (Business, Home, Business Fax, Mobile), Addresses (Business), and checkboxes for 'This is the mailing address' and 'Private'.
- Right Panel:** E-mail..., Display as, Web page address, IM address, and a large Notes section.
- Bottom:** 'Contacts...' and 'Categories...' buttons.