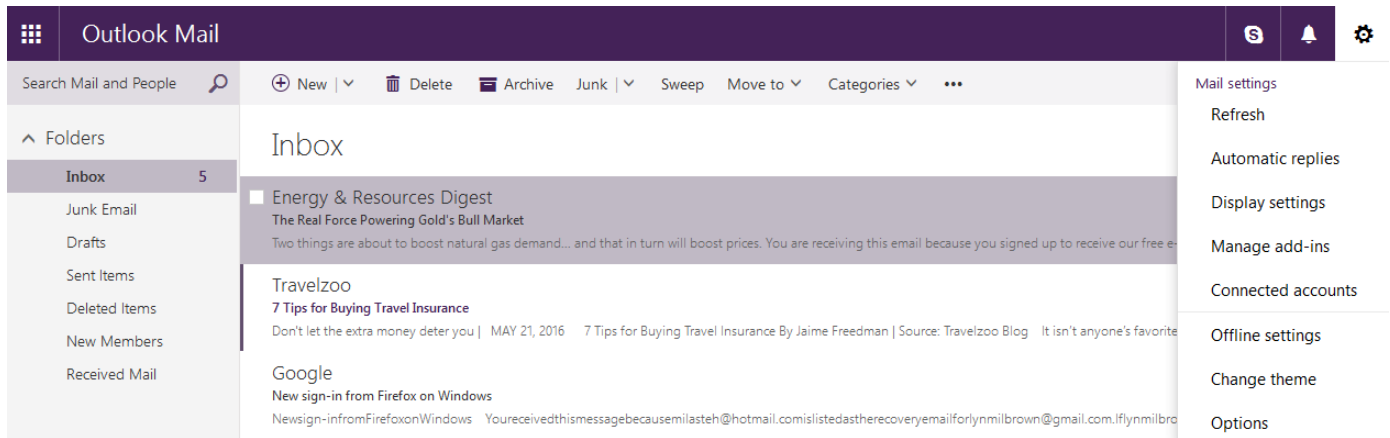
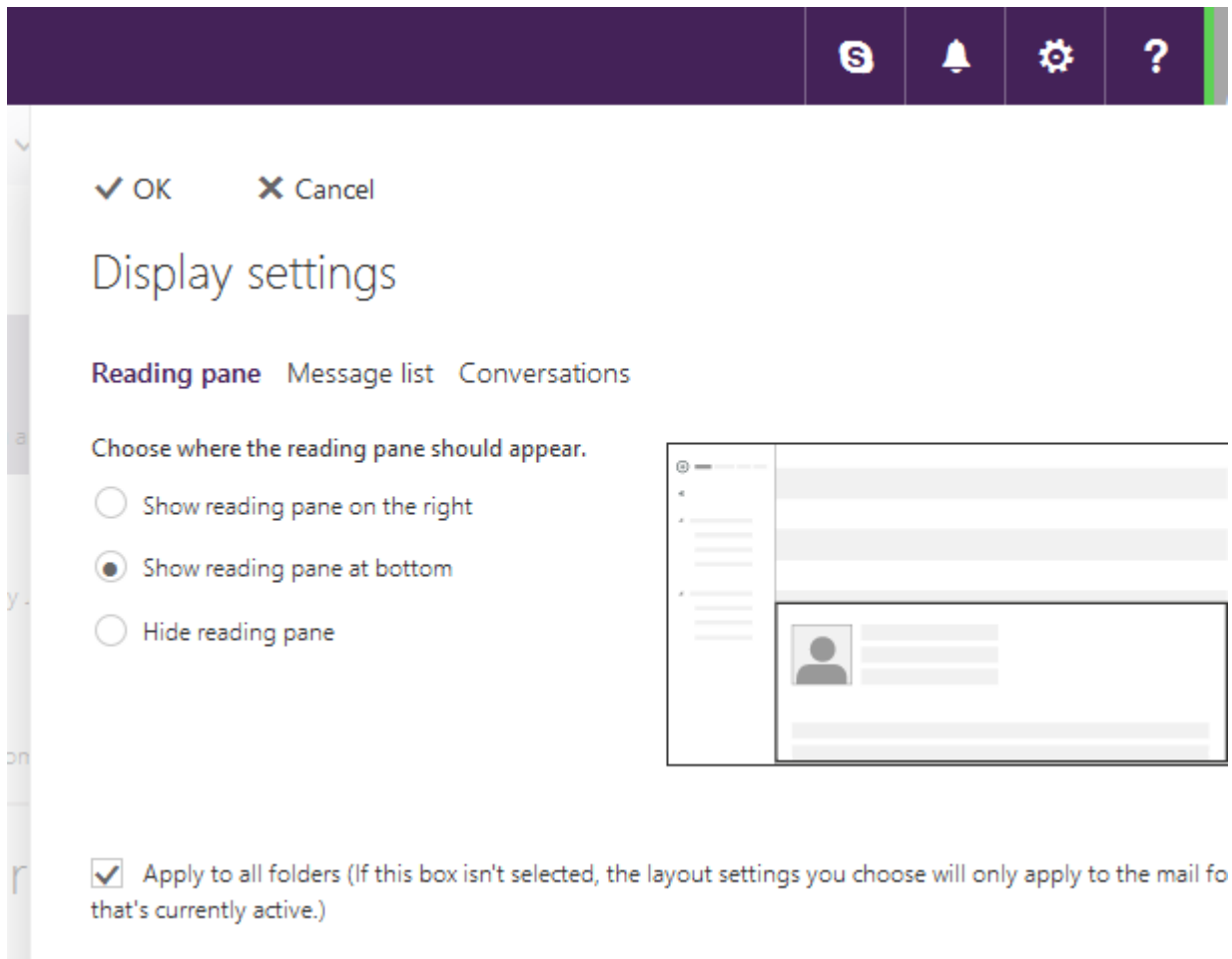


Outlook.com


As in Gmail, the **Settings** are again accessed through the “cog” icon (top right). When you click on it, you get to see the different Mail settings.

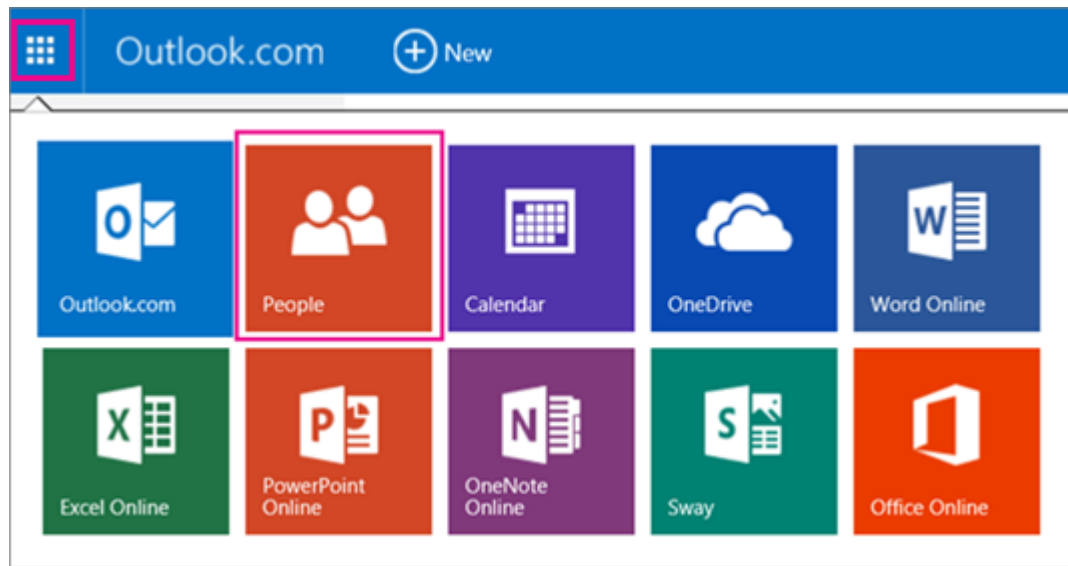


Here I selected to have a split screen, displaying the selected message in the bottom half. **Changing Theme** can make the screen look a bit more interesting.



To import contacts into **Outlook.com**, here is what to do:

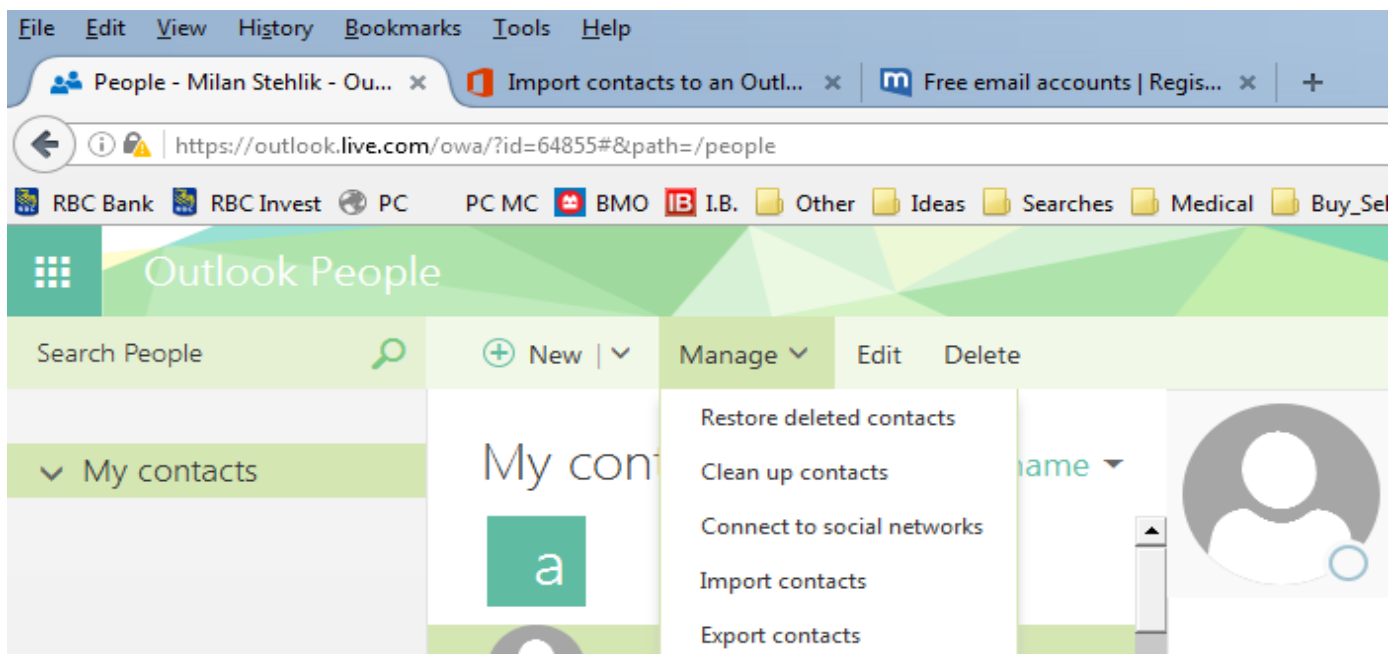
1. Go to <http://people.live.com> and sign in to your Outlook.com account. Or, if you're already signed in to Outlook.com, choose the app launcher  > **People** to go to your contacts.



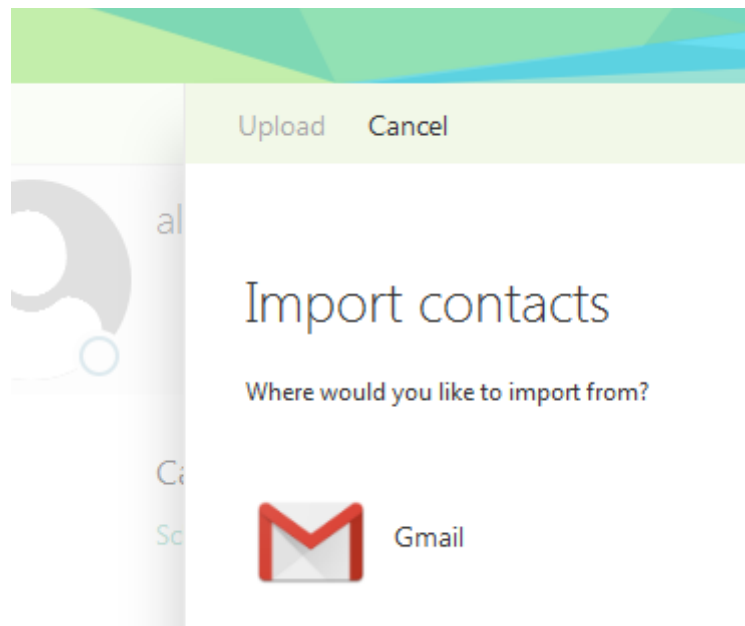
2. Choose **Import contacts** and then choose **Google**.
- 3.
4. Follow the instructions on the page to export your contacts from your Gmail account as a .csv file.

Google will export a *copy* of your contacts; you'll still have access to them when you sign in to your Gmail account.

5. **Upload** your .csv file to Outlook.com.



Here click on Gmail and follow the instructions.



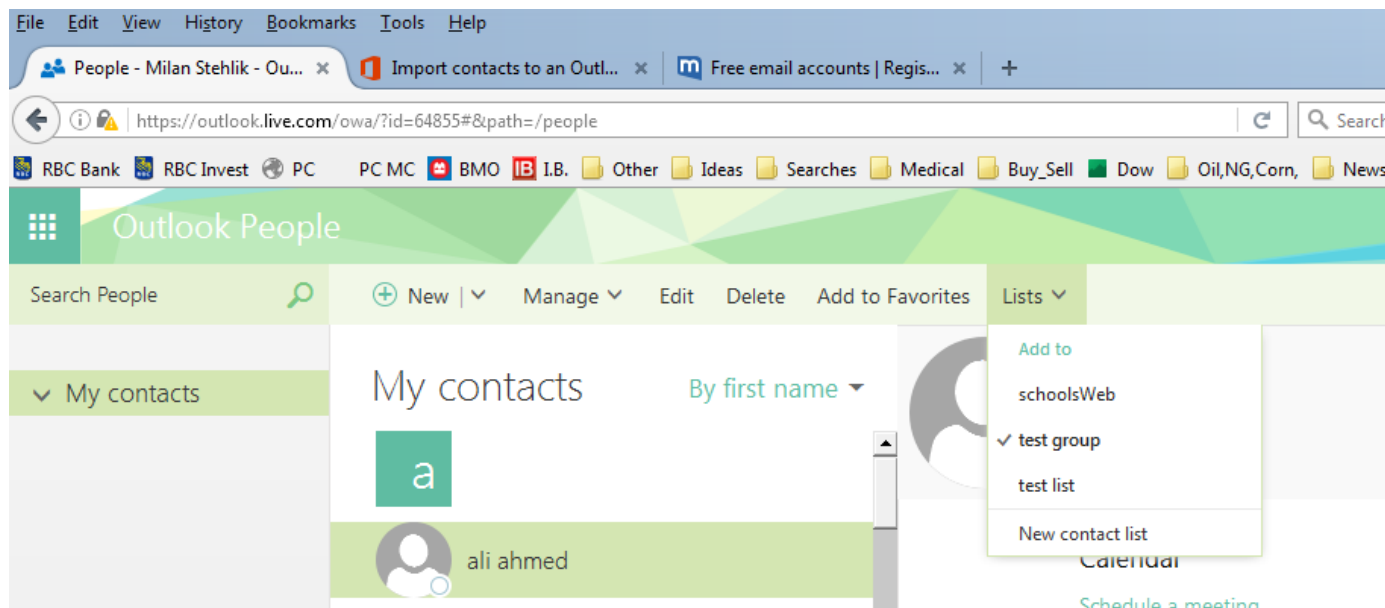
Here are the instructions:



Import contacts from Gmail

1. Sign in to Gmail.
2. Go to Google Contacts.
3. Select More > Export.
4. Choose which contact folder to import and choose Outlook CSV format.
5. Select Export.
6. Select Save to Disk > OK.
7. Select a location to save your file and select OK.
8. Check to make sure the CSV file you just downloaded isn't empty by opening the file.
9. On this page, browse to the location of the file you just downloaded and select it.
10. Select Upload.

Creating a group (List) in Outlook.com is similar to creating a new group in Gmail. Click on the “**grid**” icon (the 9 square dots in the top left) then **New** or **Lists** and you will see a choice to create a New contact list.



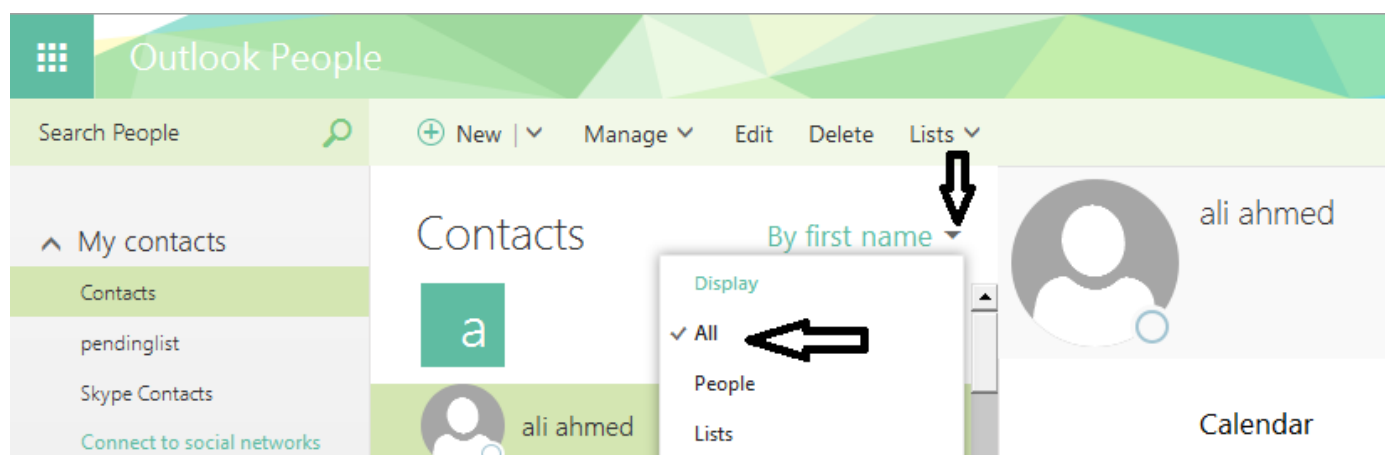
You can look up this website too:

<http://logintips.com/hotmail-sign-in/create-contact-groups-distribution-lists-in-hotmail-outlook-com.php>

If you cannot see your groups (Lists), make sure that the **All** is checked in this window:

First you have to click on the little triangle after the **By first name**.

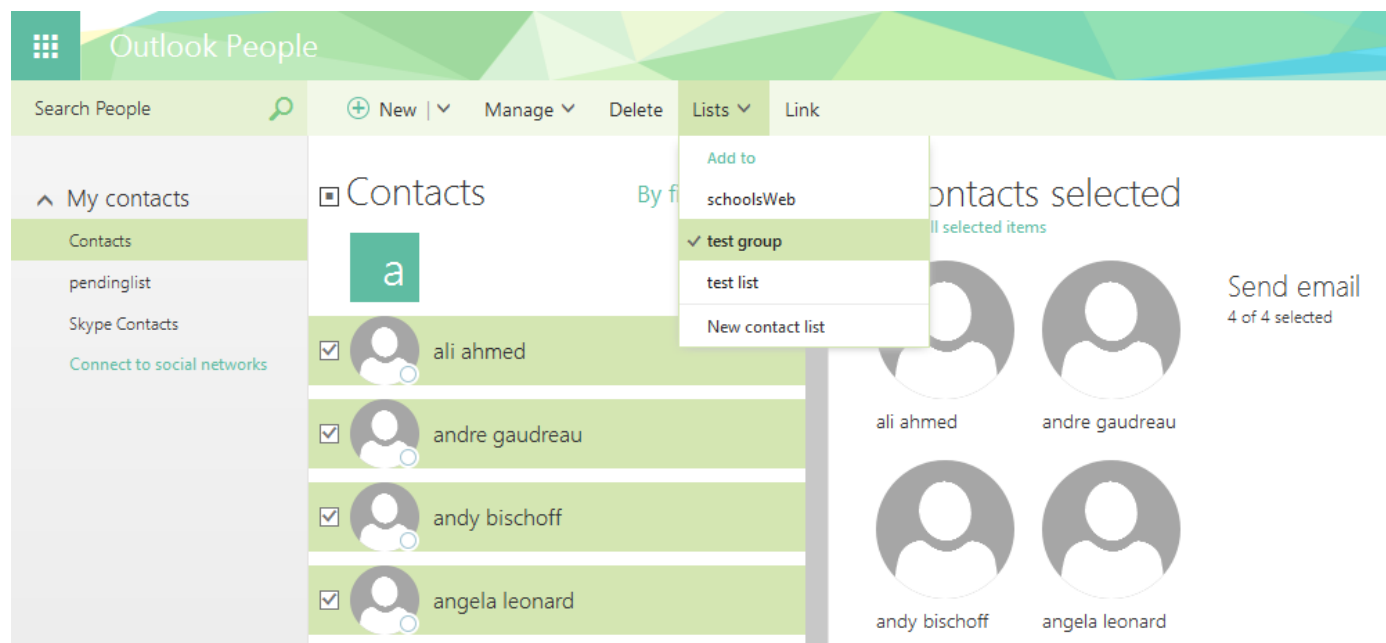
Of course, first you have to click the “**grid**” (some call it the **App launcher**) – the nine square dots, then click on **People**.



Adding contacts to a group can be a bit tricky.

First, in the Contacts column, **check** all the contacts you want to add to a group.

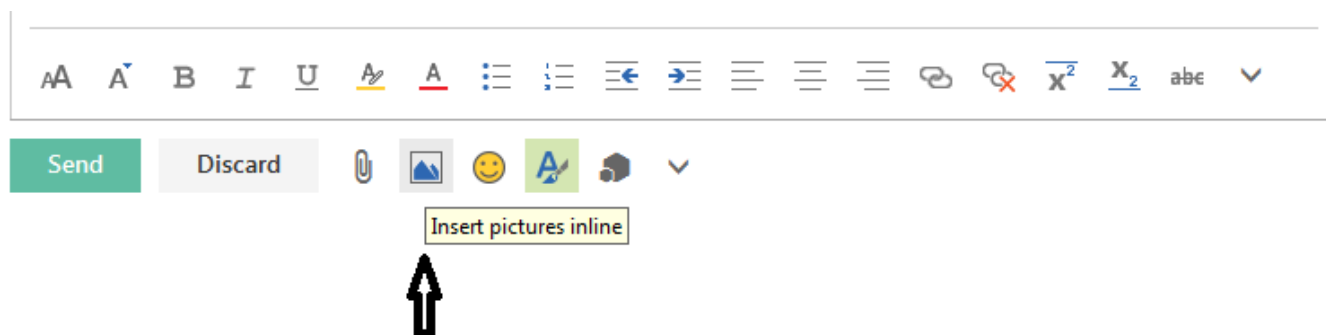
Then under **Lists**, **check** the name of the group into which you want to add the contacts.



You will not see any Save nor Apply button to click!! To finish, click on the Contacts under My contacts in the leftmost column.

Then you can scroll down and click on the group to make sure the contacts have been added.

Sending a picture in an email message and/or as an attachment is very similar to the way it is done in other email applications.



Again, you see the familiar icon for inserting pictures and the paper clip icon for attaching files.

[illegible]