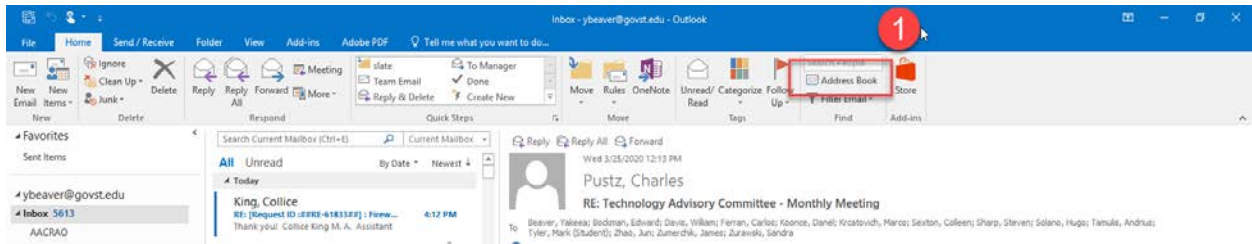


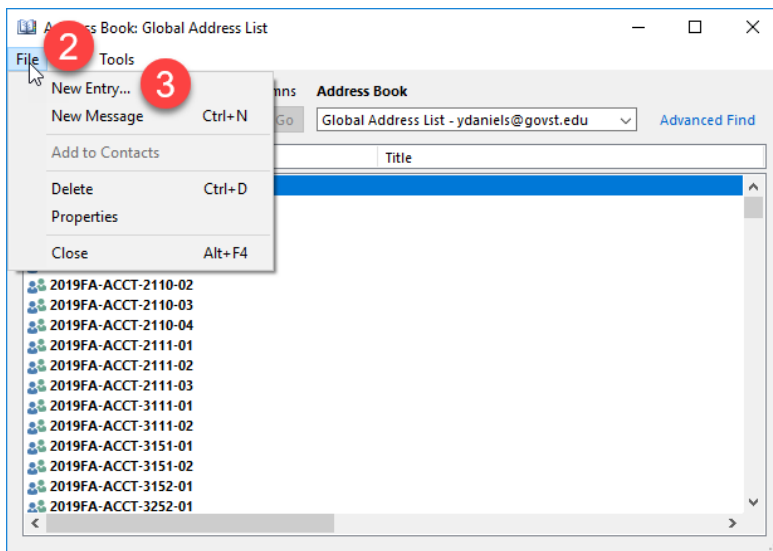
# How to add Slate Contact to Outlook

**Step 1:** Select Address Book from the main Outlook Menu Bar.

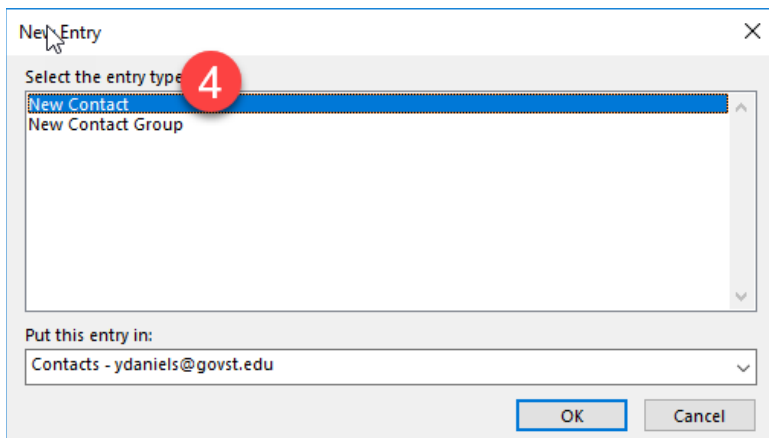


**Step 2:** Select "File"

**Step 3:** Select "New Entry"



**Step 4:** Select New Contact



## How to add Slate Contact to Outlook

**Step 5:** Type "Slate" into the Full Name box.

**Step 6:** Paste the Slate email address below into the E-mail box.

Slate email address - [gov.88eabb421d5d40058935a7935a6f7d86@slatemail.technolutions.com](mailto:gov.88eabb421d5d40058935a7935a6f7d86@slatemail.technolutions.com)

**Step 7:** Select Save and Close

The screenshot shows the Outlook 'Contact' form with the following fields and annotations:

- Full Name:** Contains the text "Slate". A red circle with the number "5" is placed over the text.
- E-mail:** Contains the email address "gov.88eabb421d5d40058935a7935a6f7d86@slatemail.technolutions.com". A red circle with the number "6" is placed over the text.
- File as:** Set to "Slate".
- Internet:** The "E-mail" dropdown is set to "E-mail...".
- Phone numbers:** Fields for Business, Home, Business Fax, and Mobile are empty.
- Addresses:** The "Business" dropdown is set to "Business...". A checkbox for "This is the mailing address" is unchecked.

The form also includes a "Map It" button and a "Notes" section on the right side.

***Please remember to add the Slate contact only to the BCC line of your emails. Feel free to contact me with questions at [ybeaver@govst.edu](mailto:ybeaver@govst.edu).***