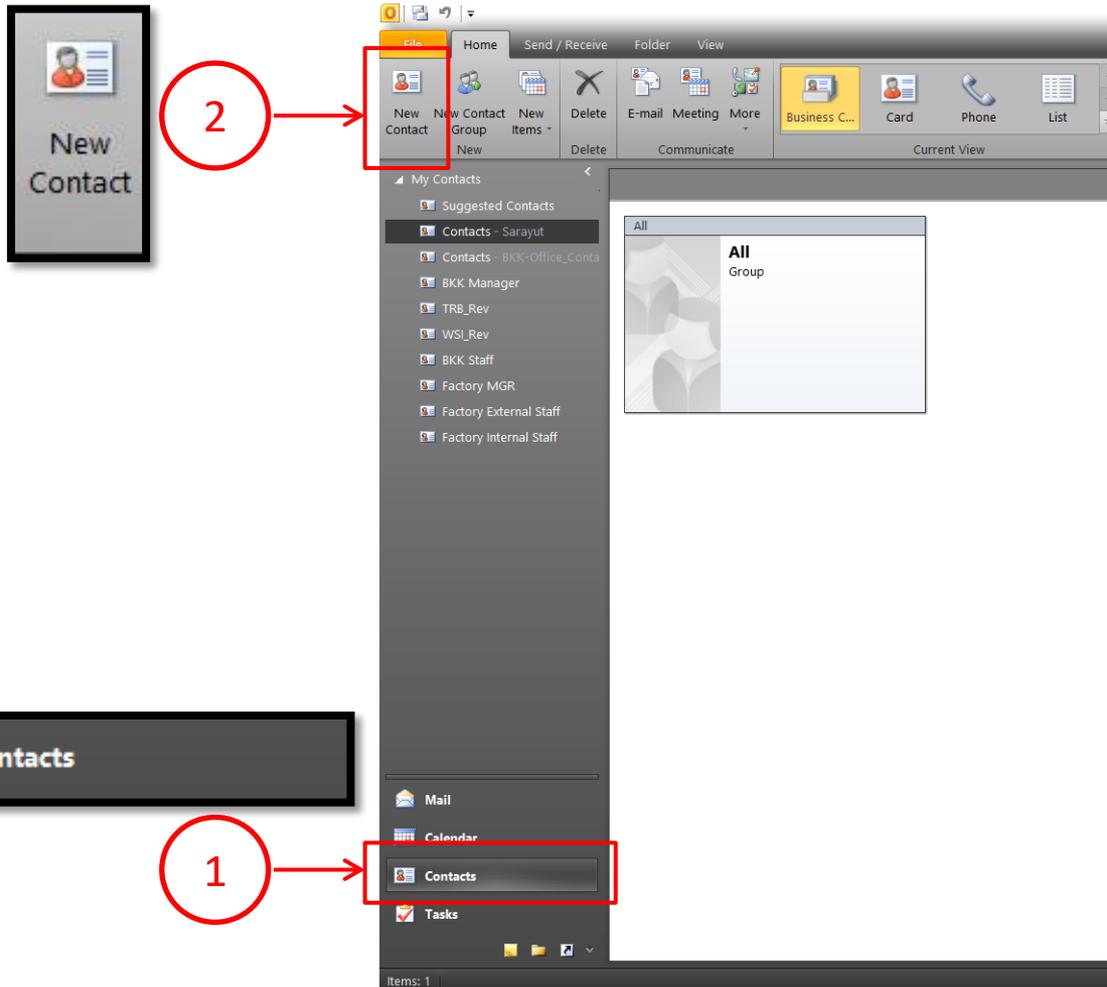


# วิธีเพิ่ม Contacts

เปิด Outlook ขึ้นมา > Contacts > New Contact



# ตั้งชื่อ Contact > เพิ่ม e-mail contact > แล้วกด Save & Close

The screenshot shows the Microsoft Outlook 'ExContact - Contact' window. The 'File' ribbon is active, and the 'Save & Close' button is highlighted with a red box and the number 5. The 'Full Name' field is highlighted with a red box and the number 3, containing the text 'ExContact'. The 'E-mail' field is highlighted with a red box and the number 4, containing the text 'excontact@ncr-rubber.com.com'. The contact details on the right show the name 'ExContact' and the email address 'excontact@ncr-rubber.com.com'. The status bar at the bottom indicates 'new Contact (excontact@ncr-rubber.com.com)'.

# เพียงเท่านี้เราก็จะได้ Contact e-mail ที่เราเพิ่มขึ้นมา

The screenshot displays the Microsoft Outlook Contacts application window. The title bar reads "Contacts - Sarayu". The ribbon menu includes "File", "Home", "Send / Receive", "Folder", and "View". The "Home" ribbon is active, showing options for "New Contact", "New Contact Group", "New Items", "Delete", "E-mail", "Meeting", "More", "Business C...", "Card", "Phone", "List", "Move", "Mail Merge", and "OneNote".

The left-hand pane shows "My Contacts" with a list of folders: "Suggested Contacts", "Contacts - Sarayu", "Contacts - BKK-Office\_Conta", "BKK Manager", "TRB\_Rev", "WSI\_Rev", "BKK Staff", "Factory MGR", "Factory External Staff", and "Factory Internal Staff".

The main contact list is divided into two panes. The left pane is titled "All" and shows an "All Group". The right pane is titled "ExContact" and shows a contact with the email address "excontact@ncr-rubber.com.com". This contact entry is highlighted with a red rectangular border.