

Adding Contacts

You can easily add contacts by entering their email address. In addition, you can also allow Blizz to access your Outlook contacts so that these contacts are available to you directly in Blizz.

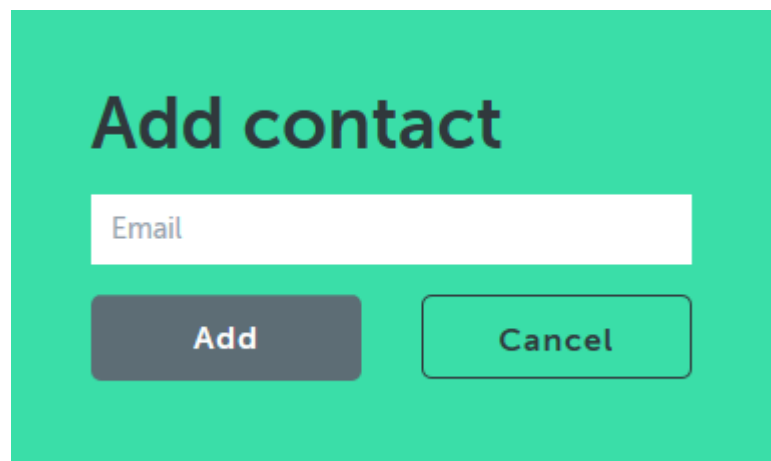
Note: Access to Outlook is only available with Windows.

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- Adding Contacts
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Adding Contacts

1. In the Navigation bar, click on **Contacts**.
2. Above the address list, click **Add Contact**.
3. In the **Add Contact** field, enter an email address.



4. Click **Add**.
5. If the contact is not known, you will be prompted to send them an invitation. In this case, click **Invite**.

The contact is then created and will be visible in your contact list.

Importing Contacts from Outlook

1. In the Navigation bar, click on **Contacts**.
2. Above the address list, click **Import Outlook Contacts**.

A dialog box with any available contacts will open.

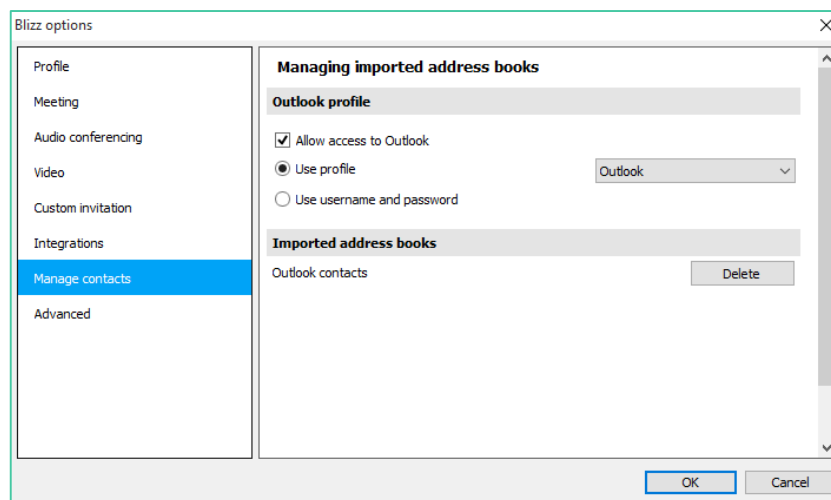
Note: If you receive a message that prompts you to enable the "Allow Access to Outlook" option, you have to first activate the corresponding checkbox in the Blizz options; See "Changing the Import Settings" below.

3. Select the contacts that you would like to import.
4. Click **Add Contacts to List** and confirm with **OK**.
The contacts are then created and will be visible in your contact list.

Changing the Import Settings

You can set whether and to what extent Blizz can access your Outlook contacts.

1. In the Navigation bar, click on the gear symbol and then on **Options**.
This opens the dialog box for the Blizz options.
2. Click on **Manage Contacts**.



3. Configure the desired settings:

Allow Access to Outlook

If you want to allow access to Outlook data, activate this checkbox.

Use Profile

If you want Blizz to have access to your local Outlook profile, select this option. The drop-down list on the right side contains the names of your Outlook accounts and the general **Outlook** entry. Select an account that Blizz should have access to or select **Outlook** to allow access to all of the accounts.

Use Username and Password

If you want Blizz to use a username and password to access Outlook, select this option. This setting allows Blizz to access Outlook data regardless of which device is being used.

Delete

If you want to clear out the Outlook contacts after importing them, click this button.
