

GGCS Introduction to Windows 10

Part 6: The Windows 10 People App

This is the second part of our discussion of the Mail, People, Calendar and OneNote apps. It covers the People app, your contact list, information about people you know.

- **Start People**

The People app is usually on the Start menu when Windows 10 is installed.

If People is not already on the Start menu, click on **All apps** and scroll down to People.

Right-click on People and select “Pin to Start” from the menu.

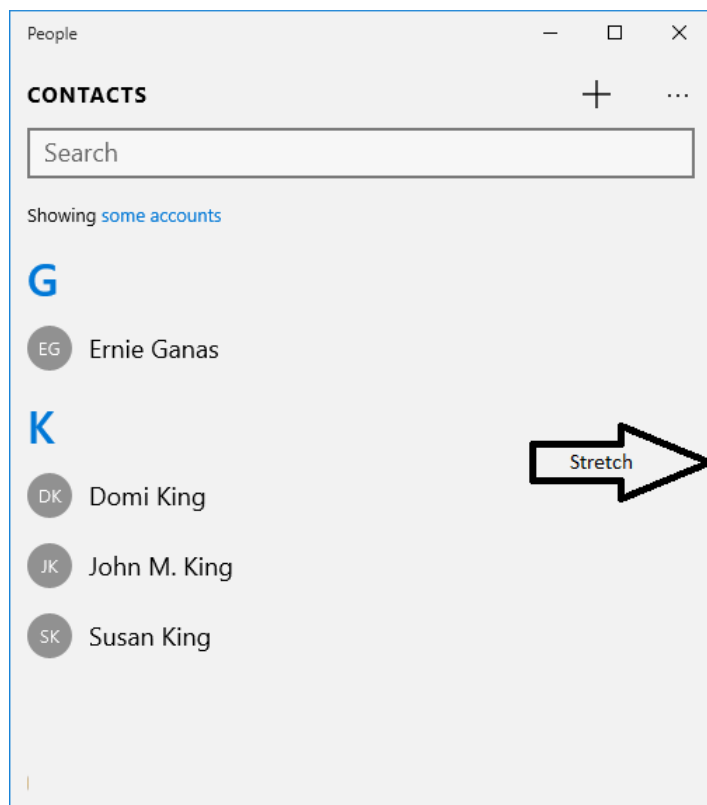
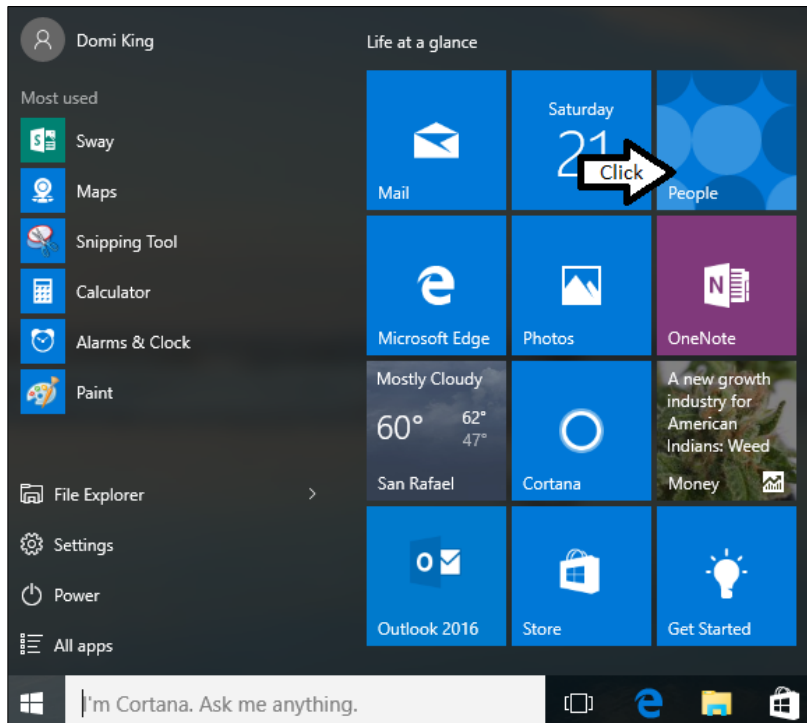
Locate the new People icon on the Start menu and drag it to a good location. You can also pin People to the Taskbar if you wish.

Click the **People icon** to start the People app. See the arrow in the upper screenshot on the right.

In the example, my dog, Dominique, logged onto her Windows 10 computer with her **domi94903@outlook.com** email address and password. In the previous handout describing the Mail app, she added this account as her first account in Mail, so it is the first account in People also.

Domi also added her Gmail account to the Mail app in the previous handout, so it is also in People as we shall see shortly.

When People starts, the opening screen may look like the screenshot on the lower right.

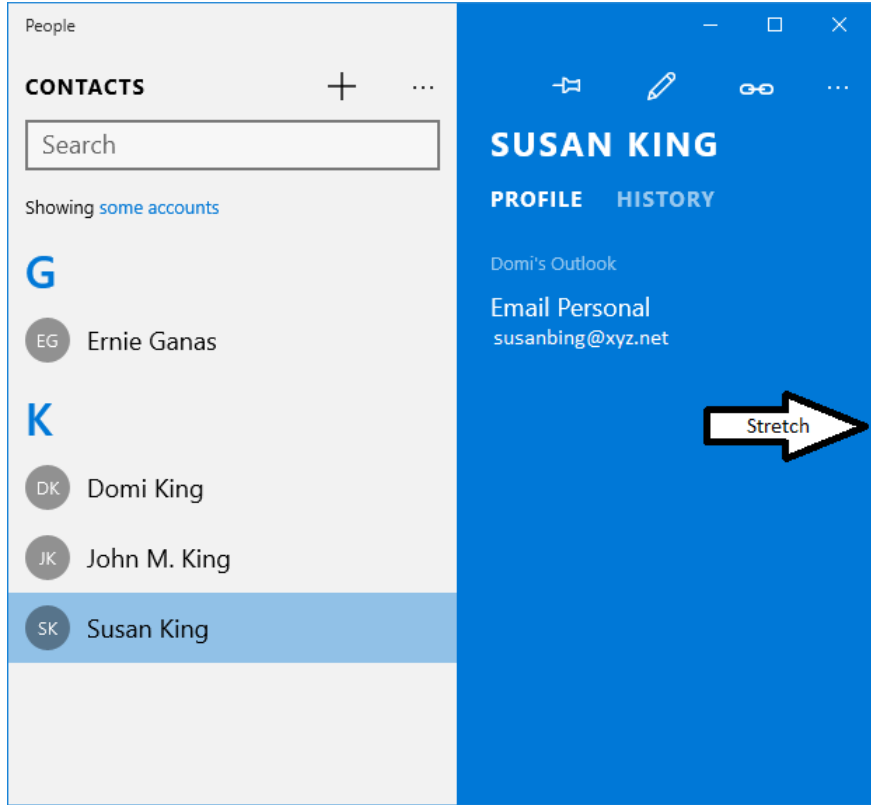


As shown in the screenshot on the previous page, click and drag to widen the People window.

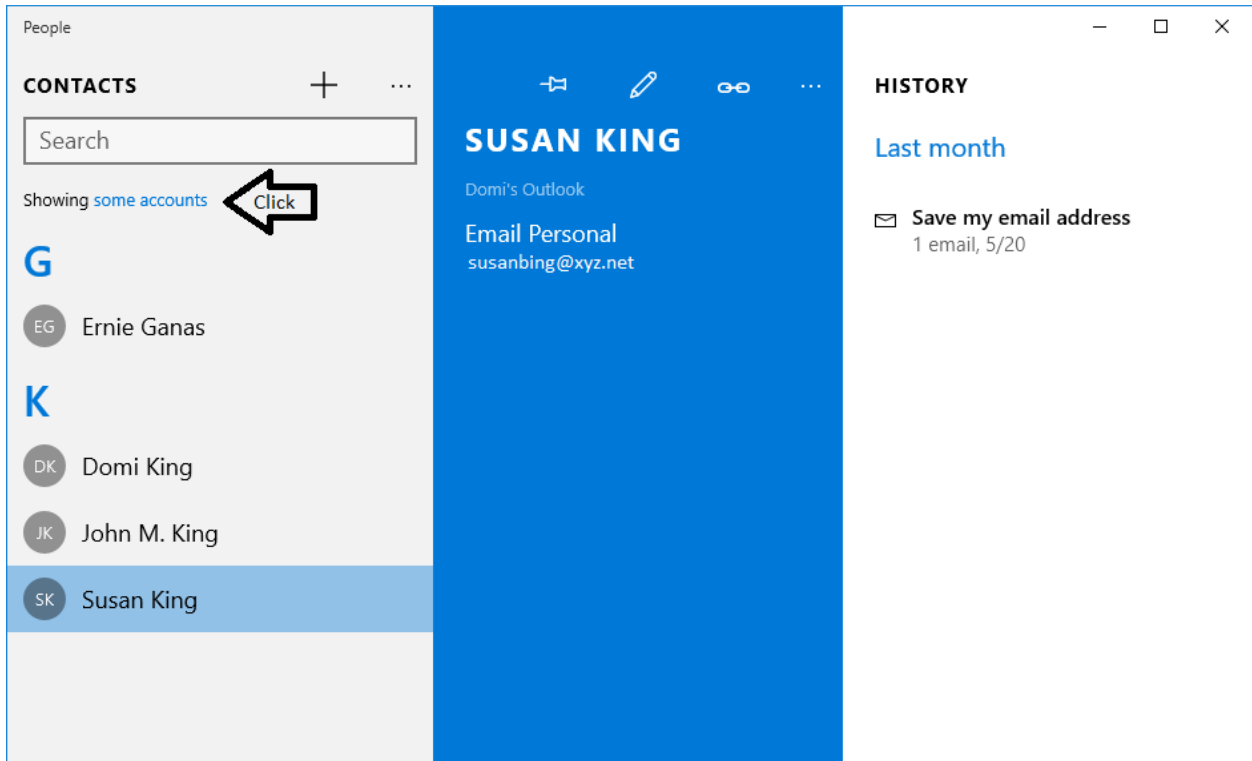
When you stretch the window far enough, a new column opens up with the information about the selected contact as shown in the screenshot at the right.

Stretching the window further to the right opens a third sections which shows the history of emails, etc. with the selected contact.

Click “**some accounts**” as shown by the arrow in the screenshot at the bottom of this page to see the list of Domi’s accounts in People.



The list of accounts is shown on the **Filter contacts** screen shown in the first screenshot on the next page.

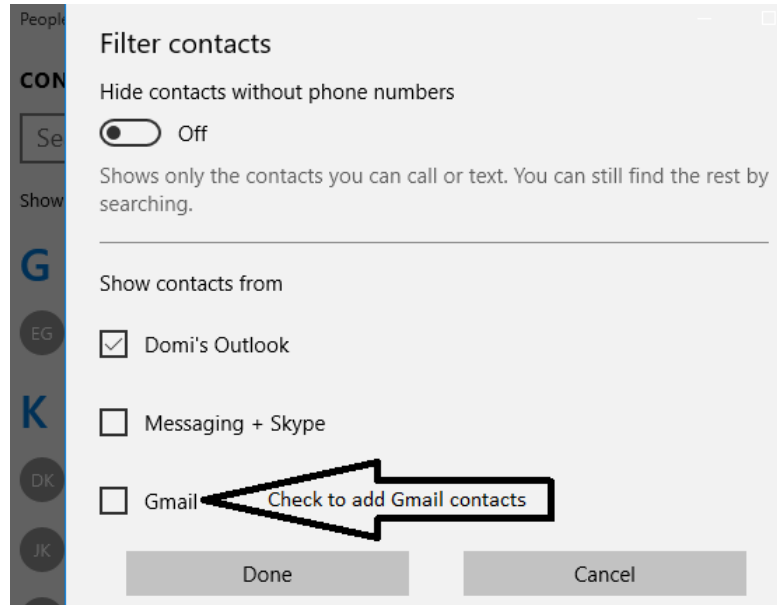


- **Filter Accounts**

In the accounts list shown in the upper screenshot, Domi's Outlook.com account is shown first. Next are her Microsoft Messaging and Skype accounts which are part of her Microsoft account, but she doesn't use them.

Domi's Gmail account was added to the Mail app and therefore to People as well. The Gmail box is not checked. Clicking the box to check it will add the contacts from Gmail to those displayed in People as shown in the lower screenshot.

Click the "Done" button to save the change.



In the screenshot at the lower right, Jennifer Palmer and Joan Schart who are in Domi's Gmail contact list are now shown in People.

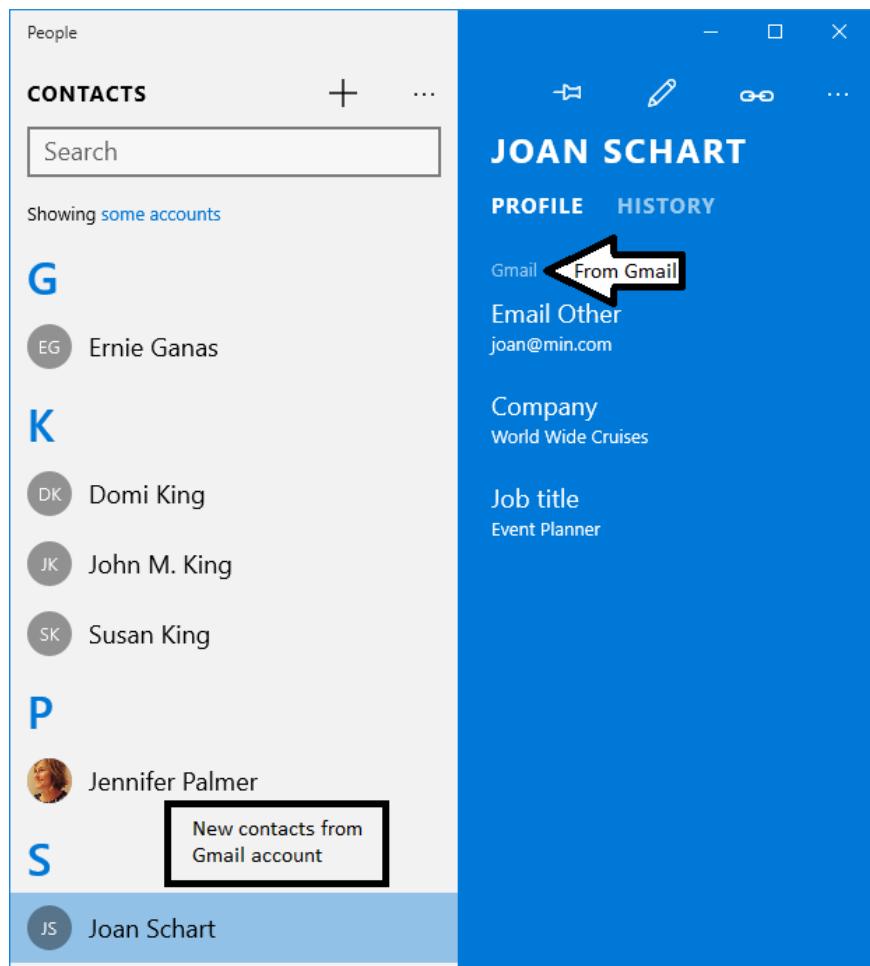
Jennifer has a picture with her Gmail information, so that is also visible in People.

Joan Shart's name is selected, so the right column displays her contact information.

As shown by the arrow in the right-hand column, Joan's information comes from the Gmail account.

For comparison, look at Susan's information shown on the previous page, you can see that it comes from Domi's Outlook account.

When you have contacts from more than one source displayed in People, it's helpful to know where the original data is stored.

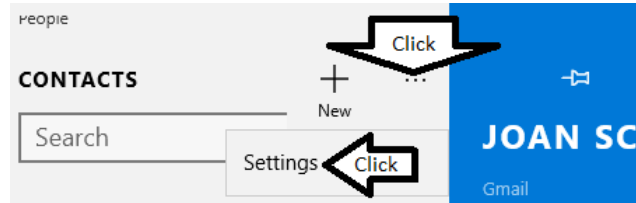


In Domi's contact list, the contacts are sorted by last name and displayed first name first then the last name. (See the lower screenshot on the previous page.) How the contacts are sorted can be changed in the **Settings** for People.

- **Settings**

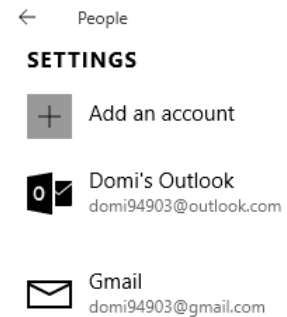
In the left column of the People main screen, click on the ellipsis (three dot) menu icon as shown in the screenshot at the right.

The only menu item in this version of the People app is **Settings**.



Click Settings and the **Settings** screen opens as shown in the lower screenshot at the right.

You can add an account here just the way Domi added the Gmail account as described in the handout on the Mail app. The accounts in Mail and People are linked, but I prefer to add accounts in the Mail app.



Under “**Contact list display**,” you can choose whether to sort by first name or last name. Domi prefers to sort her contacts by last name. However, you can sort your contacts by first name if you want to keep all your Bobs and Marys together.

You can also choose whether to have the names displayed First Last (John King) or Last, First (King, John). I rather like King John, but Domi chose First Last.

You can access the Filter contacts screen which was discussed on the previous page from the Settings menu as well as from the People main screen.

Contact list display

Sort contact list by

First Name

Last Name

Display names by

First Last

Last, First

[Filter contact list](#)

Pick which accounts you'll see

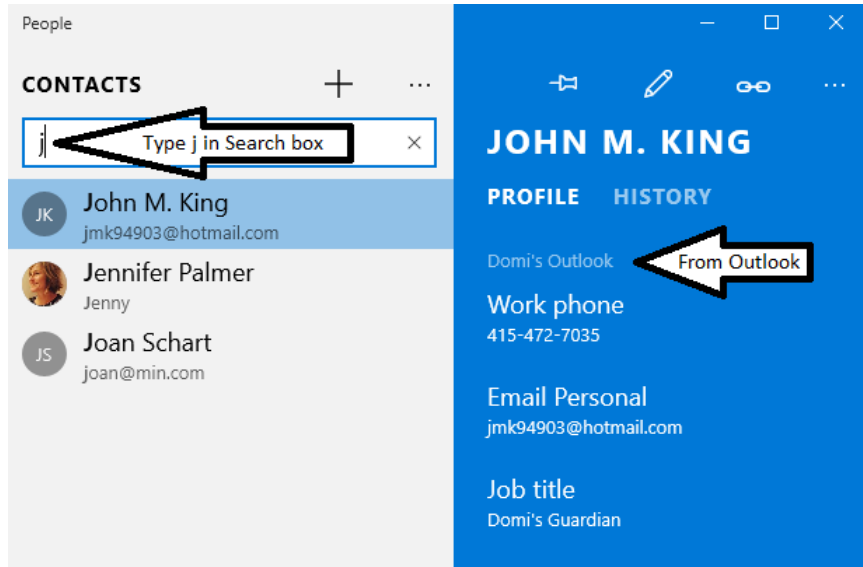
On the People main screen in the left-hand column near the top is the **Search** box. This is also shown in the upper screenshot on this page.

Searching the contact list is the next topic.

- **Search Contacts**

To search your contact list, simply type the search text into the Search box. Refer to the lower screenshot on page 3 and the upper screenshot at right on this page for the appearance of the Search box.

In the example, typing **j** brought up all the names starting with j in Domi's People list for both her outlook.com and Gmail.com accounts.



You can search for a first, middle or last name, nickname, company name, job title, phone number or email address. Titles and suffixes (Dr., MD, DVM, etc.) are parts of a name and will be found by the search function. Searches are not case sensitive so Joh, joh and JOH all find the same contacts.

For example, typing in **do** will find all the **Donalds**, **Dorothys**, **Doans**, **Doyles**, **Dollywoods**, **Domino's Pizzas**, **docents**, **dog** sitters, etc. among your contacts. Typing in one or two more letters will shorten the list so that you can quickly see and click the contact you want.

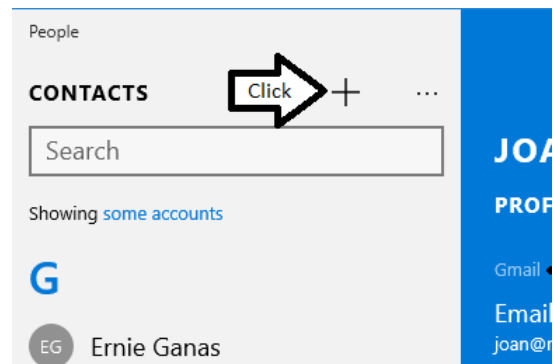
The search function does not find postal addresses or text in notes, etc.

When you are finished with the search results, click the X in the search box to clear it and return to the main People screen. Clearing the search box with the backspace or delete key also returns you to the main screen.

- **Add a New Contact**

The icon for adding a new contact is the **+** sign as shown by the arrow in the screenshot on the right.

Click the **+** icon to open the **New Contact** screen shown on the next page on the left.



Continue to the next page.

NEW DOMI'S OUTLOOK CONTACT

Add photo

Save to
Domi's Outlook Click

Name Click

Mobile phone ▼

+ Phone

Personal email ▼

+ Email

+ Address

+ Other

The first box in the screenshot on the left is the **Save to** location. Because Domi has contacts from both her outlook.com and Gmail accounts, she can save a new contact to either one.

Click the drop down menu icon as shown by the first arrow to open the **Save to:** menu shown directly below.

Save to

Domi's Outlook Click Outlook

Gmail

Select the default Domi's Outlook to keep this new contact with her outlook.com account.

In the screenshot above on the left, the second box is the **Name** of the contact. You can type in a simple first and last name such as Joseph Smith and continue with adding other data.

However, names more complicated than that can produce unexpected results. Therefore, it's smart to open the **Edit name** window by clicking the pencil icon shown by the second arrow above to enter the data.

The **Edit name** window is shown at the right. I typed in a word in each box so the you could see how they appear on the finished contact screen.

Clicking the **"Done"** button closes the Edit window and takes you back to the **New Contact** window to enter more data shown at the at the top of the next page.

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Done Cancel

The third box on the New Contact screen is labeled “**Mobile phone**” by default. Click the V dropdown menu icon next to the Mobile phone label to choose a different name for this phone.

If you click the + **Phone** icon, the “**Add a field**” list pops up as shown so that you can choose the box/field name for the next phone number you want to enter. You can create boxes for a total of eight phone numbers.

Similarly, you can add boxes/fields for Personal, Work and Other email addresses for a total of three addresses.

You can create Home, Work and Other boxes/fields for postal addresses for a total of three.

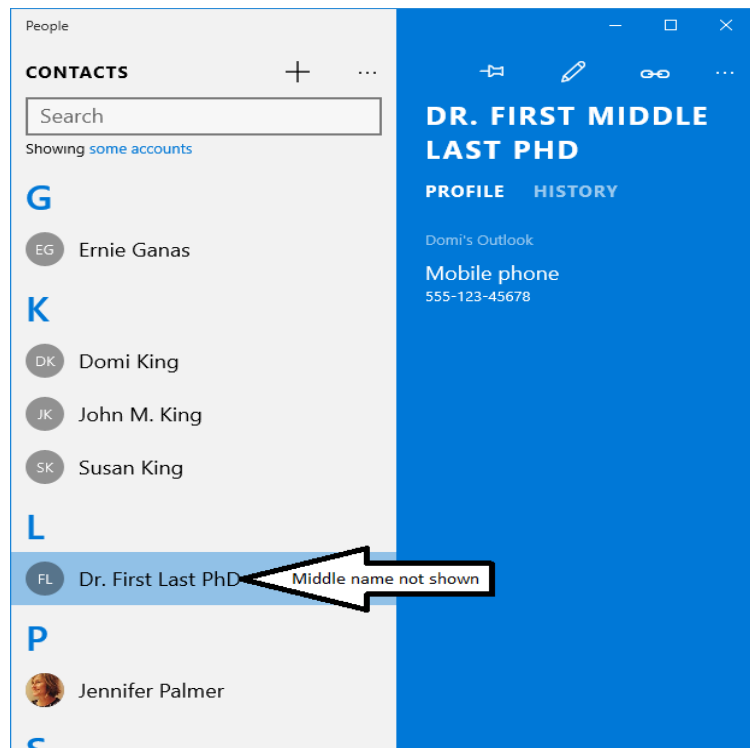
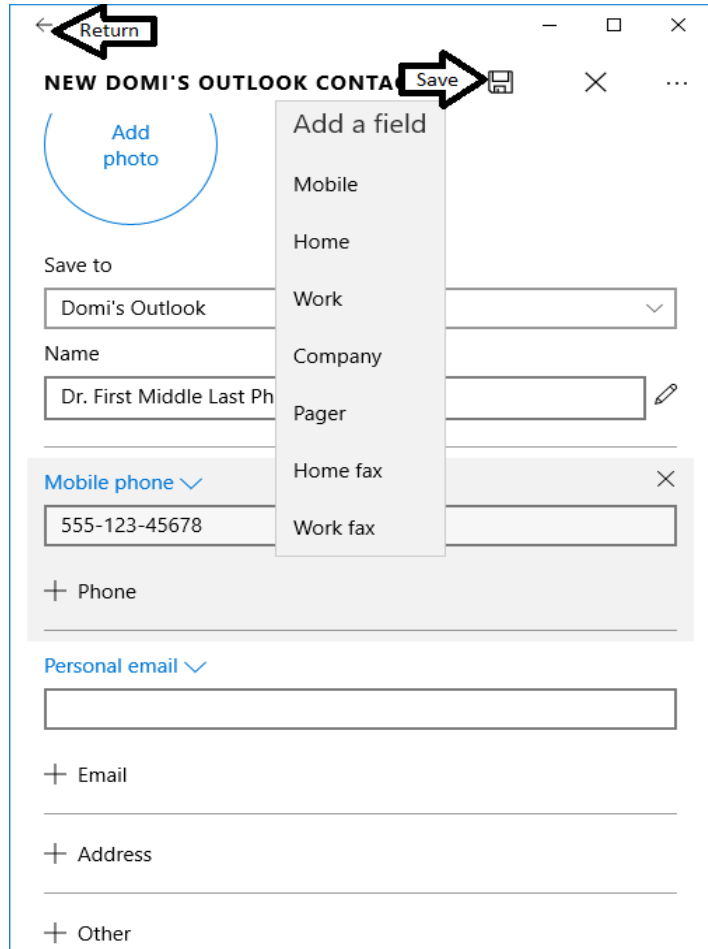
When you click the + **Other** icon, the “Add a field menu” pops up with options to add boxes for Website, Company, Job title, Office location, Significant other, Children, Birthday, Anniversary and Notes data.

When all the data is entered, click the **Save** icon as shown by the arrow in the top screenshot to return to the main People screen.

You can return to the main screen without saving your work by clicking the **Return** arrow at the top left in the upper screenshot.

If you saved the new contact, it will be selected when you return to the main People screen as shown in the lower screenshot at the right.

Note that the contact’s middle name is not shown in the left-hand column. If you have contacts with the same first and last names, this is annoying. My work-around is to put the middle name or initial in the same field as the first name.



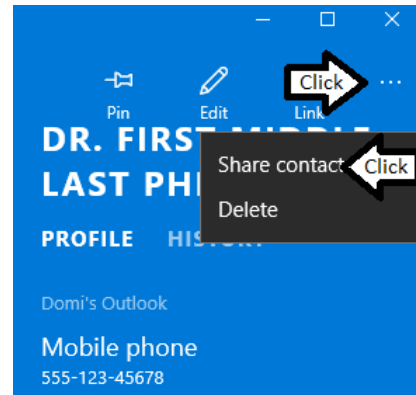
- **Share Contact Data**

You can share the contact information in your People app with others. It is easy to share an individual contact, but there is no built-in way to select and share a large number of contacts or to share all your contacts in the People app.

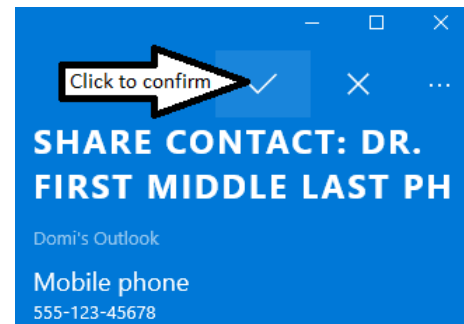
It is possible to share (export) your entire People contact list from the People web site on the Internet. That will be discussed in the “People on the Web” section near the end of this handout.

In this example, we will share the Dr. First Middle Last’s contact information.

1. Select Dr. First Middle Last in the left column of the People app main screen as shown in the lower screenshot on the previous page.
2. In the right column, click the ellipsis (three dot) menu icon as shown in the top screenshot at the right.
3. From the menu, click on **Share contact** as shown by the arrow.



4. The “**Share Contact:**” message screen appears, and you must click the **Check** icon to confirm your selection, as shown in the middle screenshot, before you can proceed.



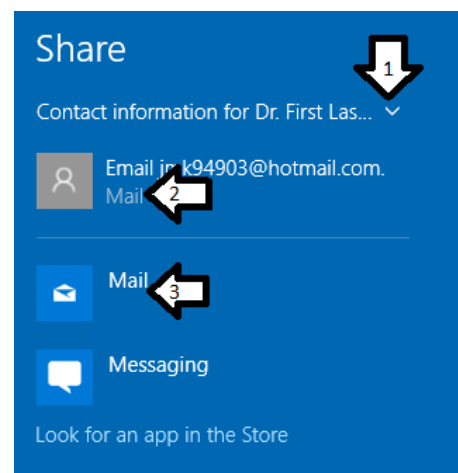
5. The **Share** screen slides in from the right side of the monitor as shown in the bottom screenshot.

Arrow 1 shows the drop down menu from which you can share either the contact information in .vcf format or as a screenshot of the contact information. A screenshot can be read in the email, but a .vcf file can be imported into almost all contact databases.

Arrow 2 shows the email addresses of people you have shared contacts with recently.

Arrow 3 shows where to click to start an email to a different recipient.

Messaging can also be used to share contacts.



For this example, Domi chose to click the **Mail** icon to start a message for a new recipient.

The **Choose account** screen pops up as shown in the top screenshot at the right. If Domi had only one email account, this screen wouldn't appear.

Domi clicked the **“Domi’s Outlook”** account to send the email from her outlook.com account.

The **Mail app** opens with a new message screen and the **“Dr. First Last PhD.vcf”** file already attached as shown in the middle screenshot (just above the darker gray box).

Arrow 1 points to where you type in the recipient’s email address. If the recipient is in your People app, just start typing the recipient’s name and then select it when it pops up.

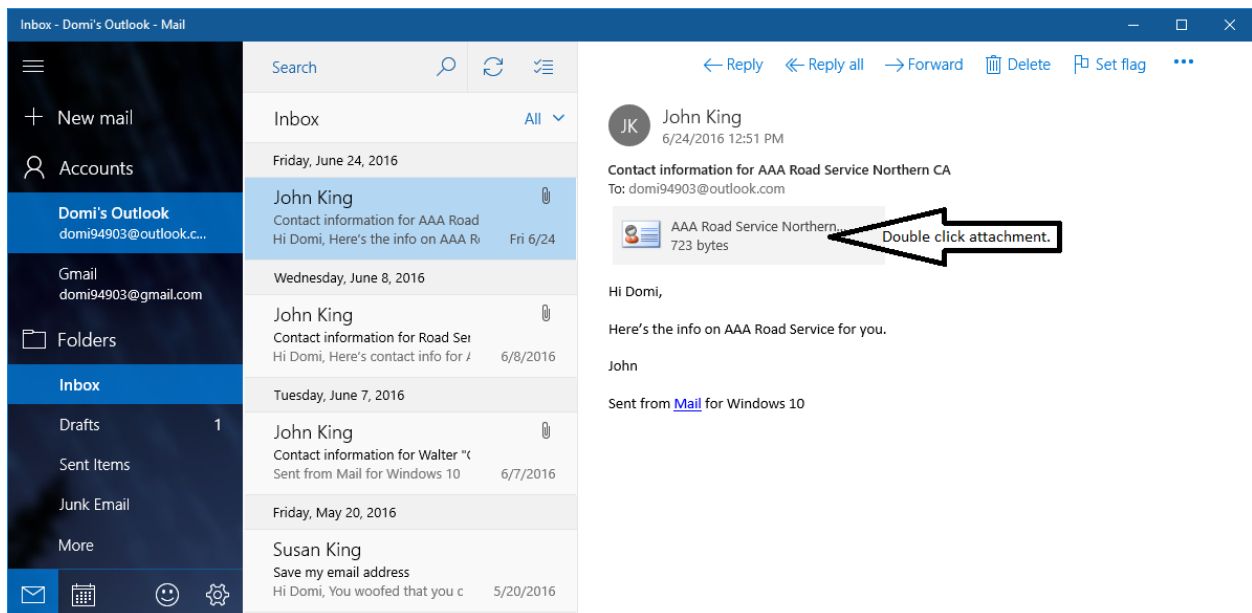
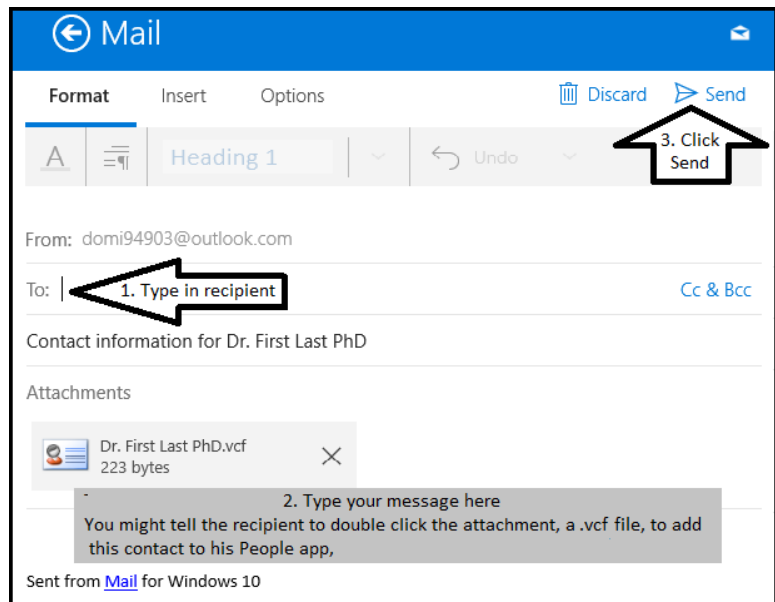
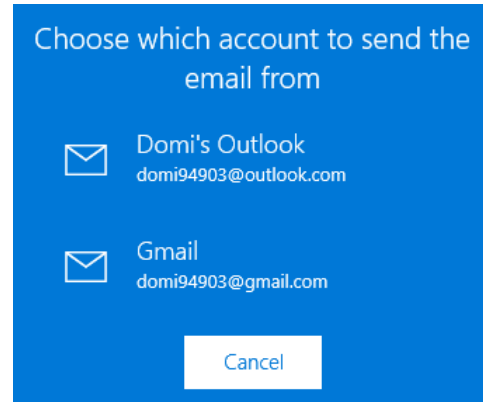
Grey box 2 is where you can type a message to accompany the .vcf file explaining how to use it.

Arrow 3 points to the **Send** icon. Click it to send the email.

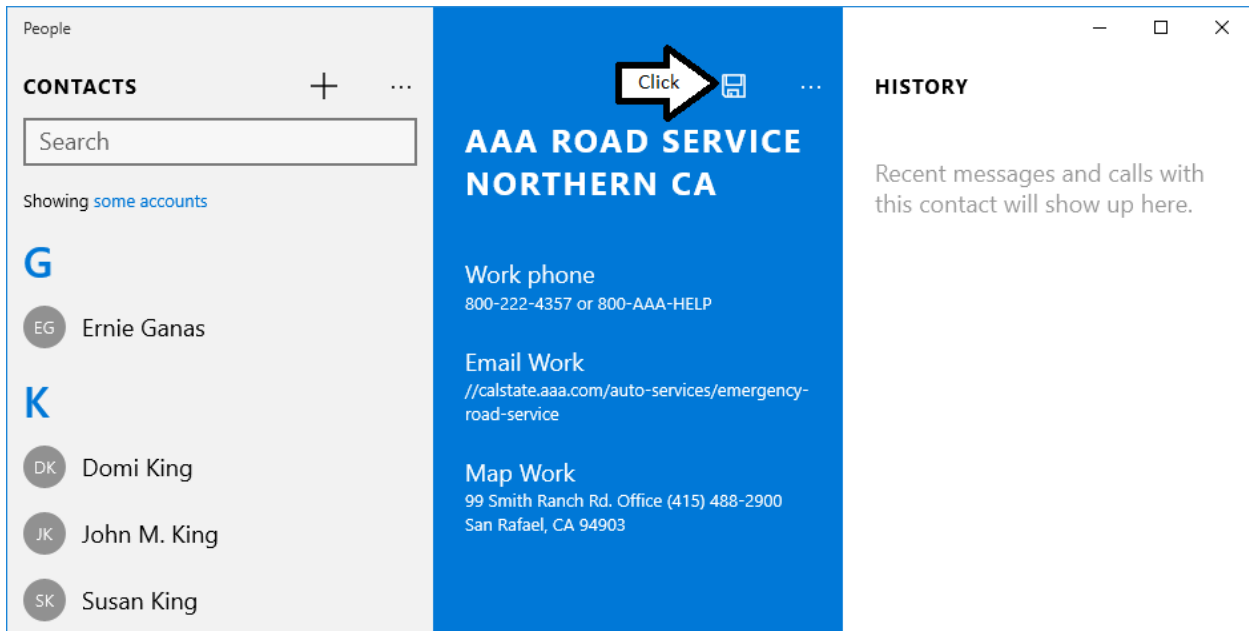
Domi recently received an email from me with the contact information for the AAA Road Service as a .vcf file attachment.

My email to Domi is shown at the bottom of this page.

All she had to do was double click the attachment to add the AAA contact to her People app.



When Domi double clicked the .vcf file, her People app opened with the AAA data shown.

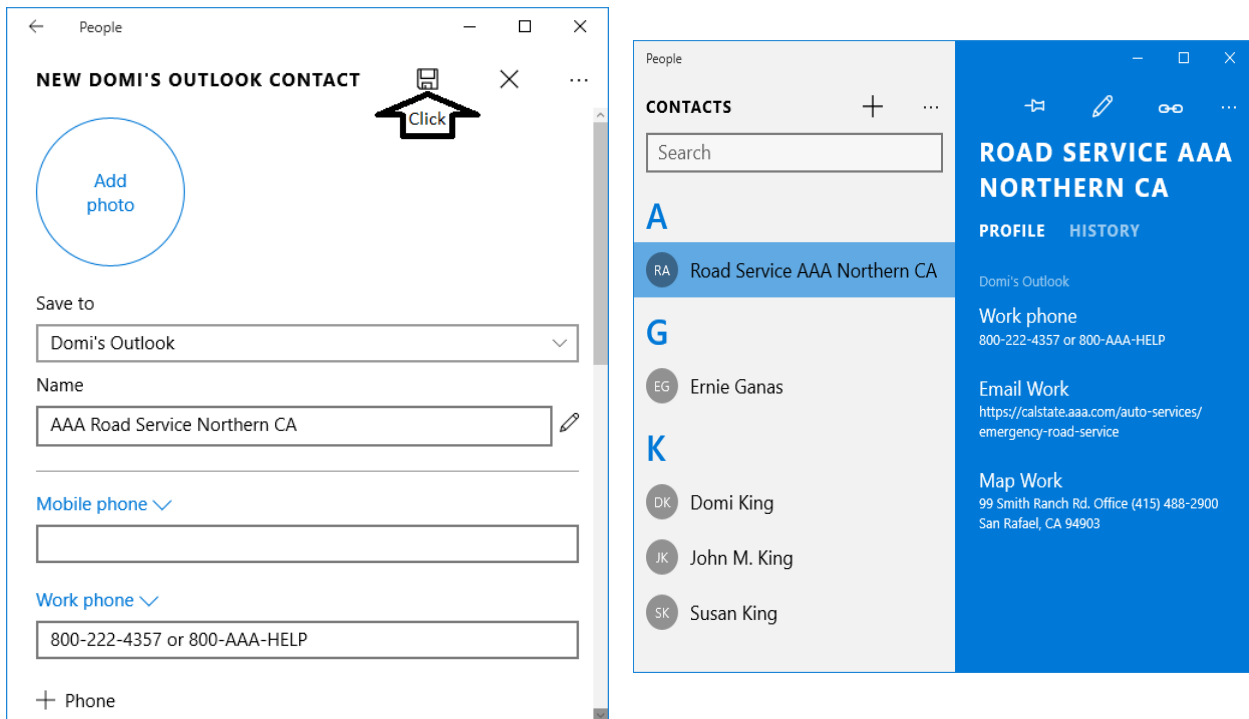


Domi clicked the **Save** icon shown by the arrow in the screenshot above.

The “**New Domi’s Outlook Contact**” screen opened as shown in the bottom left screenshot.

Domi could have added to or changed the AAA contact information before she clicked the **Save** icon shown by the arrow.


The final appearance of the AAA contact in Domi’s People is shown at the bottom right.



- **People on the Web**

If you use MSN (www.msn.com) as your home page, click on the link to **Outlook.com** as shown by the arrow.

Or, you can go to www.outlook.com directly as shown in the second screenshot. Log in with your Microsoft account email address and password if necessary.

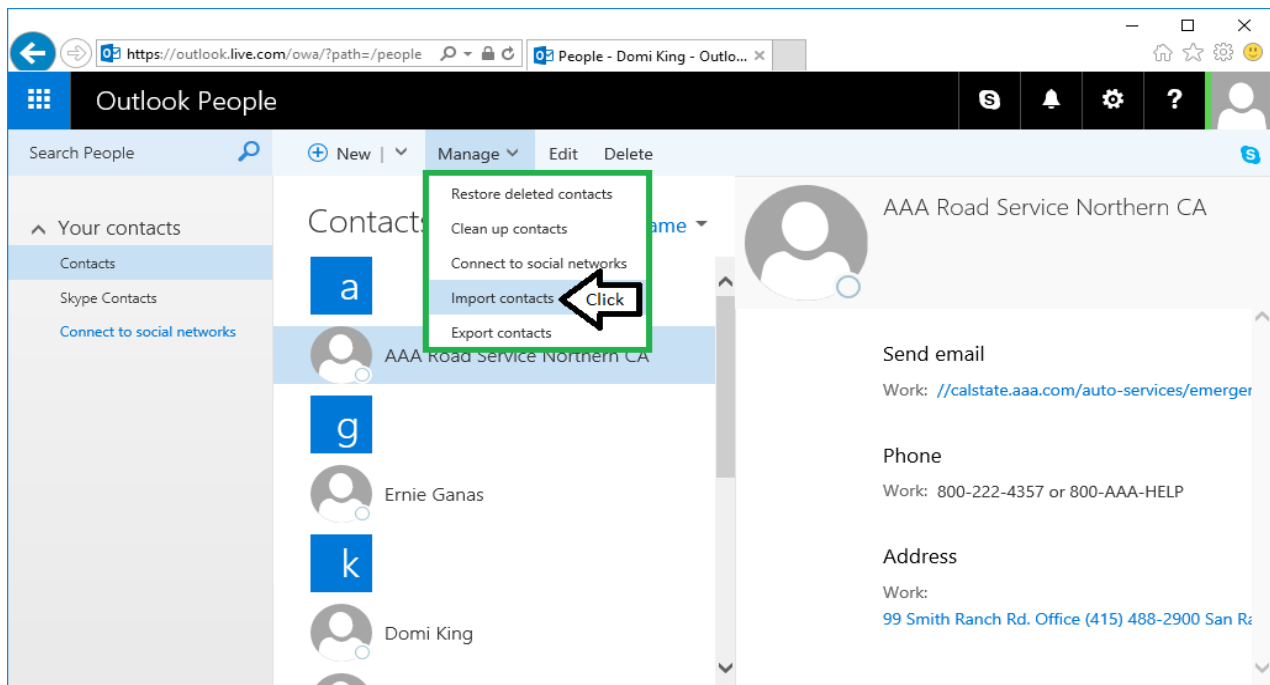
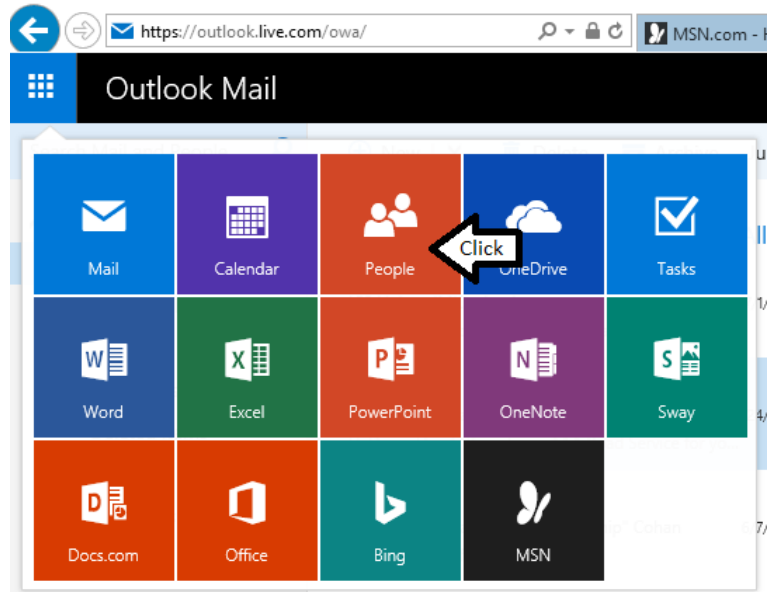
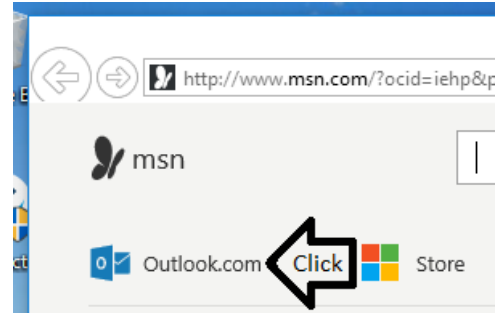
Click the menu icon  to see the links to Mail, Calendar, People, OneNote and others on the Internet.

Click the link shown by the arrow to open your People on the web.

You can do all the things you can do in the People app plus some additional functions on the web.

For example, you can import and export contacts as .csv files on the People web site (but not in the People app) as shown in the screenshot at the bottom of this page.

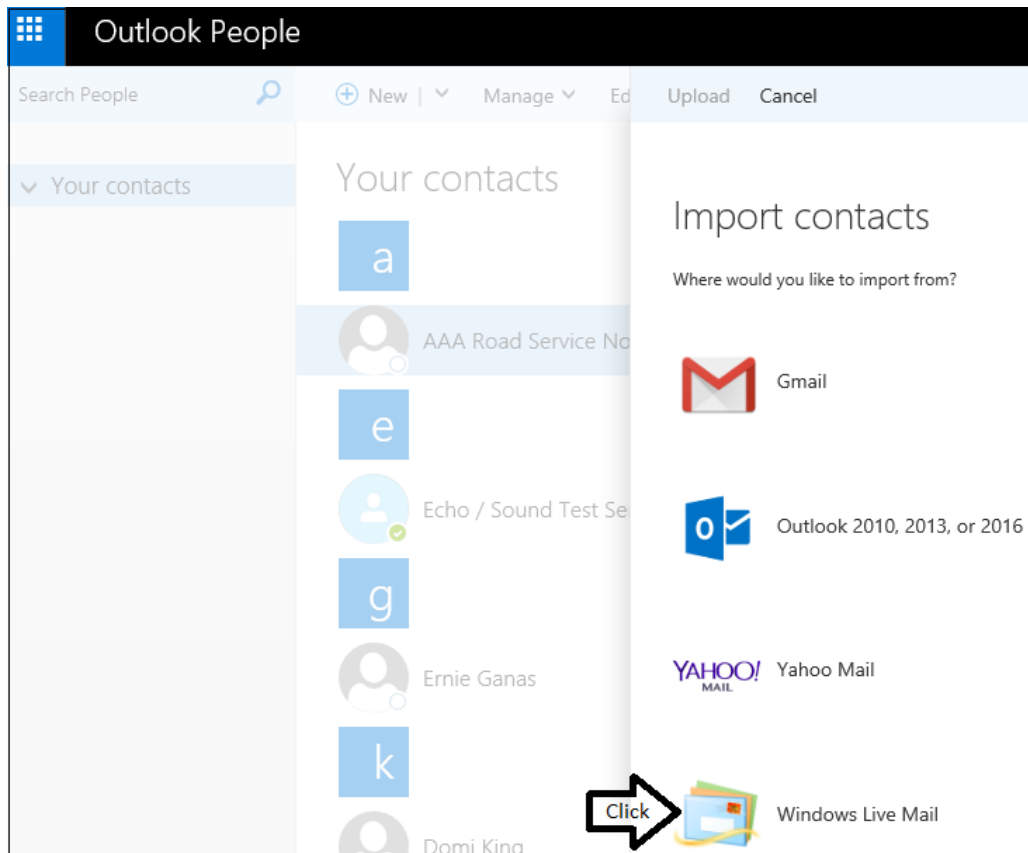
Click on **Manage** to open the menu highlighted by the green square, and then click on **Export contacts** to export all of your contacts as a .csv file. Click on **Import contacts** to bring in contacts from other programs on the **Import contacts** screen shown on the next page.



You can import from Gmail, the desktop Outlook program and Yahoo mail directly by clicking their respective icons on the **Import contacts** screen shown below.

For other programs, follow the procedure for Windows Live Mail. First export the contacts as a .csv (Comma Separated Values) file. Next, import the .csv file at the **Import contacts** screen in your People on the web. If the .cvs files are on a different computer, copy them to a flash drive and plug that into your Windows 10 computer.

Click on the Windows Live Mail icon shown by the arrow. This link was designed for Windows Live Mail, but will allow you to import any .csv contact file.



The **Import contacts from Windows Live Mail** screen shown at the right has instructions on how to export contacts from Windows Live Mail or your old email or contacts program, and at step 5, how to import them to your People on the web.

After you add the contacts on the web, you will see them in your Windows 10 People app

This wraps up the People handout. The Windows 10 Calendar app handout is next.

Import contacts from Windows Live Mail

1. Open Windows Live Mail. **Open your program with contacts.**
2. Select Contacts > Export.
3. Select Comma Separated Values (.CSV) and save the file.
4. Check to make sure the CSV file you just downloaded isn't empty by opening the file.
5. On this page, browse to the location of the file you just downloaded and select it.
6. Select Upload.