

How to insert an Outlook contact in Word

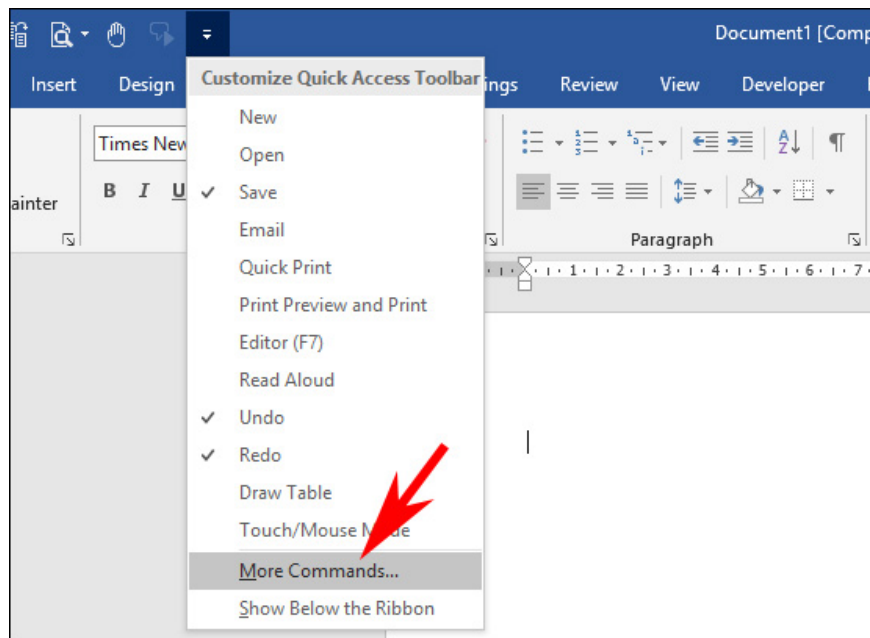
Word supports inserting many types of files into the document so that we can access them right from the document interface, without having to open them manually. And you can completely insert contacts from Outlook into Word for immediate contact, or immediately provide information to document viewers.

To insert an Outlook contact you will need to add the address bar on the Ribbon, completely different from inserting the contents of an Excel document, or inserting pictures in Word. The following article will guide inserting contacts right in Word.

Instructions for inserting contacts in Word

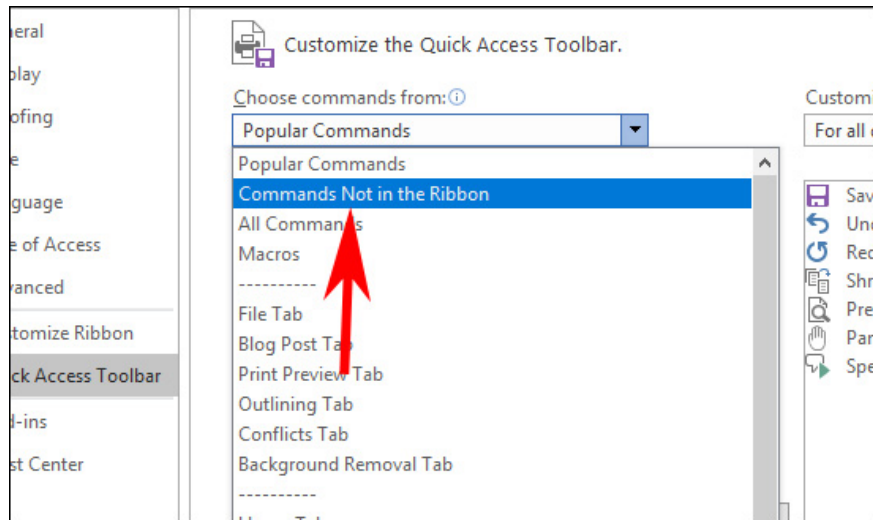
Step 1:

At the interface in Word we click **the triangle icon** on the Ribbon, select **More Commands** in the displayed list.

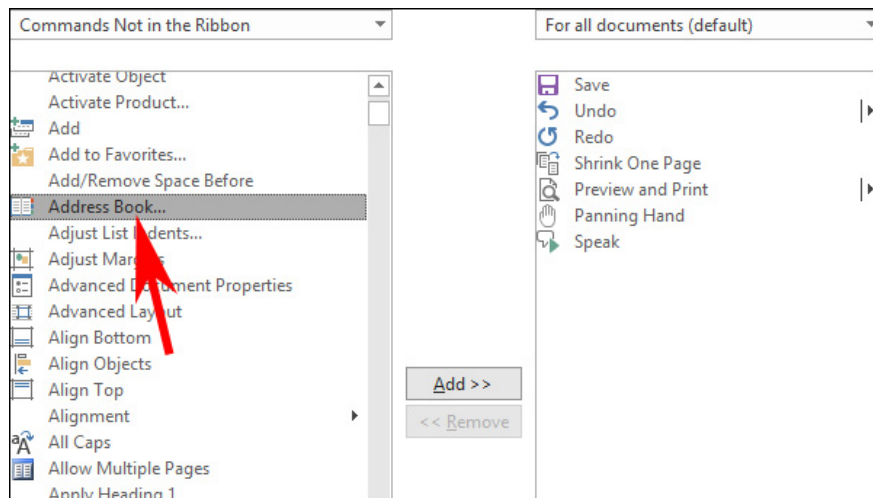


Step 2:

Displaying a new interface, we click to select **Commands Not in the Ribbon** from the drop-down list of Choose Commands From.

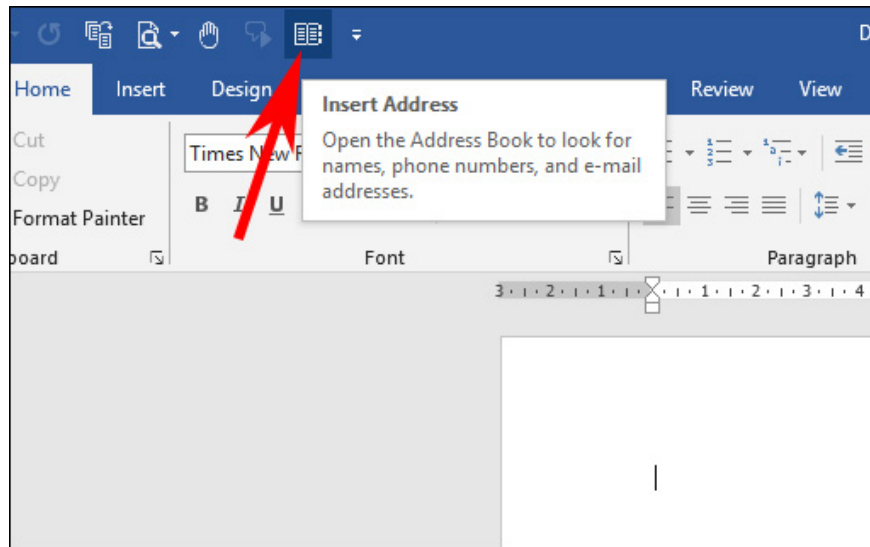


Now displaying many options, you go to **the Address Book command** and click **the Add button** to add to the Quick Access Toolbar in Word. Click OK to save.

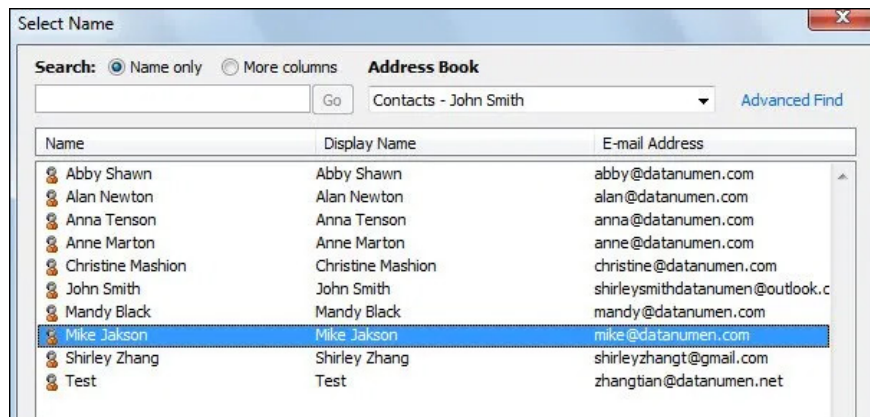


Step 3:

Go back to the interface in Word and you should see **the Address Book icon** you inserted earlier. Click this icon to insert contacts into Word.



Immediately after that appeared the interface to save contacts on the computer. At the interface you select the contacts you want to insert into Word and then click OK to proceed with the insert.



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