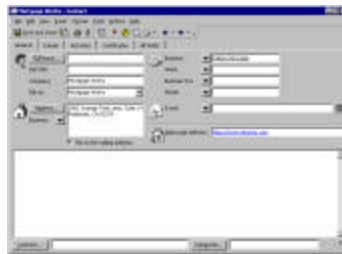
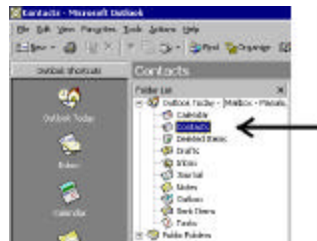


Viewing a map for an Outlook Contact

Step 1: Open MS Outlook, then go to your **Contacts** folder and open a contact.

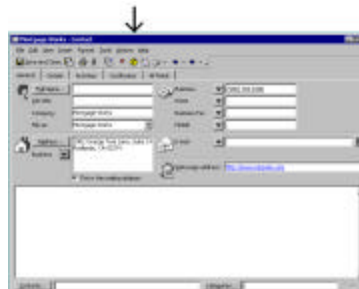


Step 2: Locate the **Address** button next to the picture of a house, and select the address that you want to map; for example Business, Home, or other.



Step 3: Locate and **click** on the **Display Map of Address** icon  on the toolbar.

NOTE: Not all addresses can be found on the map.



A new Internet browser window opens asking you to **select** and **highlight** the address that is the closest match to the address you provided.



Once the address has been verified, **click on Find a map.** This will navigate you to another window that displays a map of the address.



To obtain **Driving Directions** to the specified address, go to **Get driving directions to this location.** Enter the starting point information then click **Get driving directions.** It will then ask you to select the closest match to that starting point. **Highlight** the best match for both the starting and the ending address, then **click Get driving directions** located at the bottom of the screen.



A new page will come up with detailed directions to the address you have specified.