Create contacts folder
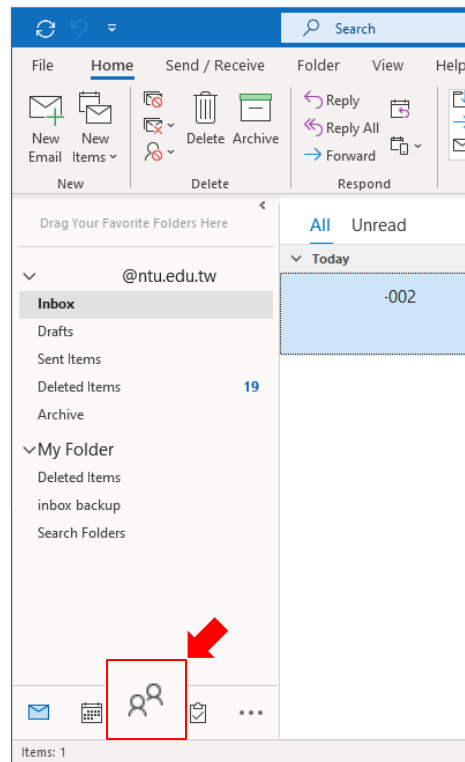
You can manage contacts using the 【Contacts Folder】 in Outlook.

1. Click on the icon and switch 【Contacts】.

2. Right-click on the contacts, select 【New Folder】.