

Help is available for each item in this group. Click  at the top of the dialog box, and then click the specific item you want information about.

Provides a space for you to type the name of a contact or group. As you type in a name, Outlook Express will select the contact or group from the list that matches most closely.

Displays all the entries in your address book, or those matching the name you type in the **Type name or select from list** box.

Click this to add information about a new contact to your address book.

You can store home and business information for contacts: e-mail addresses and aliases, Internet home pages, phone numbers, postal addresses, and notes.

Click this to create and add a new group.

Click this to display properties for the selected contact or group.

Click this to search for names in your address book or directory services.

Adds the contact or group name(s) selected in your address book list to the **To** box of your outgoing message.



Contains a list of the selected contacts and groups.

Adds the contact or group name(s) selected in your address book list to the **Cc** box of your outgoing message.

Displays the contact or group names that appear in the **Cc** box of your outgoing message.

Lists the address book(s) and directory services available on the Internet that you can choose from to search for contacts or groups. To search these lists, you must have an Internet connection either through a modem and an Internet service provider or through a local area network.

Provides a space for you to type the name of a contact or group name that you want to search for. You can use this box to search for names, nicknames, company names, or organizations.

Provides a space for you to type the last name of a contact or a group name that you want to search for.

Provides a space for you to type the e-mail name of a contact or a group name that you want to search for.

Provides a space for you to type the address of a contact or group name that you want to search for. You can use this box to search any home or business address fields: address, street, city, state, zip code, or country.



Provides a space for you to type the phone number of a contact or group name that you want to search for. You can use this box to search any home or business phone fields: phone, fax, pager, or cellular.

Provides a space for you to type other information that might appear in the entries of a contact or group name that you want to search for.

Click this to search for the specified contact(s) or group(s) in the selected directory service or address book.

Click to end an in-progress search.

Clears all search criteria and any search results.

Closes this dialog box.

Displays all entries in the selected directory service or address book that match your search criteria.

Click this to add the contact(s) or group(s) selected in the list to your address book.



Click this to remove the contact(s) or group(s) selected in the list from your address book.

Provides a space for you to type a social or professional title for this contact. For example, you can type **Mr.**, **Ms.**, **Dr.**, **Capt.**, and so on.

Provides a space for you to type the first name of this contact.

Provides a space for you to type the last name of this contact.

Provides a space for you to type a professional or academic title abbreviation for this contact. You can also click the down arrow to select an existing suffix.

For example, you can type **Ph.D.**, **M.E.**, **M.D.**, and so on.

Provides a space for you to type the home mailing address for this contact.

Provides a space for you to type the city for this contact's home address.

Provides a space for you to type the state or province for this contact's home address.



Provides a space for you to type the zip code for this contact's home address.

Provides a space for you to type the country for this contact's home address.

Provides a space for you to type the company name where the contact is employed.

Provides a space for you to type the contact's title in the company.

Provides a space for you to type the contact's department in the company.

Provides a space for you to type the contact's office location.

Provides a space for you to type the business mailing address for this contact.

Provides a space for you to type the city for this contact's business address.



Provides a space for you to type the state or province for this contact's business address.

Provides a space for you to type the zip code for this contact's business address.

Provides a space for you to type the country for this contact's business address.

Provides a space for you to type the phone number for this contact. The international dialing format is recommended. For example: +1 (206) 555-1234

Dials the phone number displayed in the **Phone** box.

Provides a space for you to type the fax phone number for this contact. The international dialing format is recommended. For example: +1 (206) 555-1234

Dials the phone number displayed in the **Fax** box.

Provides a space for you to type the mobile phone number for this contact. The international dialing format is recommended. For example: +1 (206) 555-1234



Dials the phone number displayed in the **Cellular** box.

Provides a space for you to type a custom label, and a space to type an entry associated with the label. You can also click the down arrow to select an existing custom label.

Provides a space for you to type the pager number for this contact. The international dialing format is recommended. For example: +1 (206) 555-1234

Dials the phone number displayed in the **Pager** box.

Provides a space for you to type the modem dial-up number for this contact. The international dialing format is recommended. For example: +1 (206) 555-1234

Dials the phone number displayed in the **Modem dial-up number** box.

Provides a space for you to type a nickname for this contact or group.

Provides a space for you to type the middle name of this contact.



Provides a space for you to type notes and miscellaneous information for this contact or group.

Saves all the changes you have made without closing this dialog box.

Adds the e-mail name you typed in the **E-mail address** box to the e-mail address list for this contact.

Lists the e-mail names for this contact.

Removes the selected e-mail name from the e-mail address list.

Makes the selected e-mail name the default e-mail name when sending messages to this contact.

Provides a space for you to type the URL (address) for this contact's Internet home page.

Opens this contact's Internet home page in a browser window.



Provides a space for you to type a detailed name for this group.

Click this to select contacts from your address book to add to this group.

Click this to add contacts to this group that are not currently in your address book. Adding a contact to the group also adds that contact to your address book.

Lists the contacts in this group.

Removes the contact(s) selected in the **Group Members** list from this group.

Displays the contacts in your address book that match the name you've typed. If there are no matching contacts or groups, "No Matches Found" appears in the list.

Displays the Address Book, where you can select the correct name.

Click this to change the information for the selected e-mail address.



Adds the contact or group name(s) selected in the address book list to the **Bcc** box of your outgoing message. For each person listed in the **Bcc** box, only that person and the message sender knows to whom the message was sent.

Displays the contact or group names that appear in the **Bcc** box of your outgoing message.

Click this to delete the selected name in the **Names** list from your address book.

Lists the available directory services.

Click this to add a new directory service.

Removes the selected directory service from your **Directory Service** list.

Click this to change the properties for the selected directory service.

Adds the directory service(s) selected in the **Directory Service** list to the **Check names against** list.



Removes the directory service(s) selected in the **Check names against** list and adds it to the **Directory Service** list.

Moves the selected directory service up one in the **Check names against** list.

Moves the selected directory service down one in the **Check names against** list.

Lists the directory services against which names are currently checked and the order in which they are checked.

Lists the directory services that can be added to the **Check names against** list.

Lists the available countries.

Lists the available address books and directory services.

Provides a space for you to type the same password you typed in the **Password** box, to verify that you typed the password correctly.



Provides a space for you to specify how long Address Book should try to connect to this directory service.

Provides a space for you to type the first name, or the first character(s) in it, of the contact you want to find.  
Most servers will not allow a search by just the text in the **First name** box.

Provides a space for you to type the last name, or the first character(s) in the last name, of the contact you want to find.

Provides a space for you to type the e-mail name, or the first character(s) in the e-mail name, of the contact.

Provides a space for you to type the organization, or the first character(s) in the organization, of the contact you want to find. Some servers might not use this information, but others might require it.

Lists the available countries you can search for names in. You can only search one country at a time, and the server might not have entries in all countries that are displayed in this list.

Specifies to print all address book information you have stored for the selected contact(s).

Specifies to print the information from your address book that you would typically find on a business card — company, phone numbers, e-mail address — for the selected contact(s).



Specifies to print all phone numbers — home, business, cellular, fax, other — for the selected contact(s).

Specifies which name field to display in the contact list. You can type a name, or select from a list containing the full name (first, middle, and last), nickname, or company name for this contact.

If you do not select or type anything in this box, the contact will be assigned a display name based on the full name, nickname, or company name.

Lists the available certificates for the current contact.

[Click this to display details for the selected certificate.](#)

Removes the selected certificate from your address book.

Sets the selected certificate as the default certificate used with e-mail for this contact.

Click this to import a certificate for this contact from a file. Certificate files usually have either a .p7c or a .cer extension.

Click this to export the selected certificate to a file. Certificate files usually have either a .p7c or a .cer extension.



Specifies to use anonymous authentication with this directory service, which requires no user name or password.

Click this to view the Web site of this directory service.

Adds the displayed contact to your address book.

Provides a space for you to type the conferencing address(es) for the contact or to select from the list of e-mail names. Note that a person's conferencing address is not always the same as his or her e-mail address.

Click this to start an Internet conference call using the selected address.

Provides a space for you to type the name of the server used for conferences with this contact. The first server name you provide is automatically set as the default name.

Lists the names of the conferencing servers you have added for this contact.

Adds the server you entered to the list of conferencing servers.



Click this to change a server name.

Removes the highlighted server from the list.

Sets the selected server as the one that is tried first when you start a conference call.

Specifies the selected server as the one that is used if a connection cannot be made using the default server.

Lists the groups this contact belongs to.

Lists the e-mail address(es) for the contact. When you import a digital ID (certificate) into the address book, you must select the e-mail address that is associated with that digital ID. (When you apply for a digital ID, it is associated with the e-mail address you provide to the certifying authority.)

Specifies whether to only send messages in plain text to this contact. Select this check box if you know that the contact has an e-mail program that cannot read HTML-formatted mail. When you send an HTML-formatted message, the message is displayed as plain text with an HTML file attached. The recipient can view the attached file by opening it in any Web browser.

Lists the folders of contacts you can search.



Specifies the criteria according to which you want to search. After selecting the subject and the verb of your search statement in the first two fields, you can type the letters or names you want to search for. Your search criteria can contain multiple search statements; click the **Add** button after you define each statement to add it to the list below.

Displays the search criteria that you define for the current search. You can add more than one search statement to define your search criteria.

Click to add the search statement to the criteria displayed to the left. You can add multiple statements to define your search criteria.

Click to remove the selected search statement from the search criteria displayed to the left.

Specifies whether the contact is male or female. If you do not want to indicate the gender, you can leave this field Unspecified.

Lists the folder in your Address Book in which the contact is located.

Displays the information that has been entered on other tabs in the Properties dialog box about the selected contact.

Specifies the contact you want to call.



Select or type the telephone, fax, or IP phone number of the selected contact.

Opens a summary of personal information entered in the other Properties tabs for the selected contact.

Dials the selected phone number.

Allows you to modify the dialing information about the selected contact, including calling card information.

Opens the map in Expedia Maps that shows the address specified.

Specifies this address as the default address. If the Address Book is used with an application that prints addresses, selecting this checkbox will indicate the address—business or home—that you want to print.

Specifies the IP address for a computer, allowing you to call and connect directly to it. This is useful for conference calls over the Internet.

Lists the manager of the selected person.



Lists the people who report to the selected person.

Provides a space for you to type the name of this contact's spouse or partner.

Specifies the name(s) of this contact's children. Use the Add, Edit, and Remove buttons to create or alter this list.

Specifies the contact's birthday. You can select the month, day, or year displayed, and type the one you want; or you can click the arrow at the right end of the box to select a date from the calendar. If you want to disable the date, click the check box to deselect it.

Specifies the contact's anniversary. You can select the month, day, or year displayed, and type the one you want; or you can click the arrow at the right end of the box to select a date from the calendar. If you want to disable the date, click the check box to deselect it.

Click to add a place to type a child's name.

Click to edit the selected name in the Children's list.

Click to remove the selected name from the Children's list.



Lists the payment terms, total balance due amount, balance overdue amount, and gives a list of all the most recent Invoices accumulated in Microsoft Money99 Personal & Business.

"Lists the agreed-upon payment schedule as specified in Microsoft Money99 Personal & Business for the selected individual.

Lists the account balance as specified in Microsoft Money99 Personal & Business for the selected individual.

Lists the balance amount that is overdue for the selected individual as specified in Microsoft Money99 Personal & Business.

Lists the most recent invoices as specified in Microsoft Money99 Personal & Business for the selected individual.

Type the name of a person you want to add to this group, but do not want to add to your address book.

Type the complete e-mail address of the person you entered in **Name**. This person will be added to the group, but not to your address book.

Click this to display properties for the selected contact. Once you display this information, you can edit it.



Click to add this person to the group, but not to your address book.

Click to put your changes into effect.

Click to cancel any changes made to information about members of the group who are not in your address book.

Provides a space for you to type the street address for this group.

Provides a space for you to type the city for this group's address.

Provides a space for you to type the state for this group's address.

Provides a space for you to type the zip code for this group's address.

Provides a space for you to type the country for this group's address.



Provides a space for you to type the phone number for this group.

Provides a space for you to type the fax number for this group.

Provides a space for you to type the Web address for the group's Web page.

Click to open the Web page specified here in your default Web browser.



