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 names of contacts or groups you want to see in the list. If you do not type anything, the list displays all names in the Address Book.

Displays all the entries in the 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 the 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.

Displays properties for the selected contact or group.

Click this to search for contacts or groups by first, last, or e-mail name.

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

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

Adds the contact or group name(s) selected in the 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.

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

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

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

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

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., MD., 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 position 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 cellular 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 by using your Internet browser.

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

Click this to select contacts to add to this group.

Lists the contacts in this group.

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

Displays the contacts in the Address Book that match the name you've typed. If there are no matching contacts or groups, "No Suggestions" appears in the list.

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

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

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 name in the Names list from your address book.

To add a contact to your address book

1 On the File menu, click New Contact.

2 Type the first name and last name.

3 Click each of the tabs, and add the information you want.

Tips

▪   You can store home and work information for contacts: phone numbers, postal addresses, e-mail addresses and aliases, Internet home-page addresses (URLs), distribution lists, and notes. Depending on what programs you use the address book with, you can complete either some or all of the information requested on these tabs.

▪   For Help on an item, click

? at the top of the dialog box, and then click the item.

To edit a contact in your address book

1 Locate the name you want in the address book list, and then double-click it to display information about the contact.

2 Modify the information on the tabs as needed.

Tips
▪   To delete a contact from your address book, select the contact in the address book list, click the File menu, and then click Delete.
▪   For Help on an item, click
 at the top of the dialog box, and then click the item.

To create a group

1 On the File menu, click New Group.

2 In the Group Name box, type the name of the group.

3 To insert contacts in the Members list, click Add, and then select name(s) from the address book name list.

   To delete a contact from the Members list, select the name, and then click Remove.

Tips
- You can create more than one group.
- Contacts can belong to more than one group.
- To delete a group from your address book, select the group name in the name list, click the File menu, and then click Delete.

To sort names in the address book list

▶ On the View menu, point to Sort By, and then click the column heading you want to sort by.

To switch between ascending and descending sort order, click the View menu, point to Sort By, and then click Ascending or Descending.

Tip

▪ You can also click column heading you want to sort by above the name list. To switch between ascending and descending sort order, click the column heading again.