General Tab

Displays information about the selected user. Choose from the following buttons to address a message to this user:

Add

If you are specifying access permissions for a public folder, adds the selected name to the **Add Users** box.

To/Cc

If you are composing a message, adds the selected name to the corresponding address box in the message.

Personal Address Book/Add

If available, adds the selected name to your personal address book (PAB) or the active list of users.

<< (Previous)

Displays the preceding entry in the address list.

>> (Next)

Displays the following entry in the address list.

Organization Tab

Displays information about the user's manager and coworkers.

Manager
Displays the name of the user's manager.

Direct Reports
Displays a list of all people who report to the user.

Add
If you are setting access permissions for a public folder, adds the selected name to the **Add Users** box.

To/Cc
If you are composing a message, adds the selected name to the corresponding address box in the message.

Personal Address Book/Add
If available, adds the selected name to your personal address book (PAB) or the active list of users.

<< (Previous)
Displays the preceding entry in the address list.

>> (Next)
Displays the following entry in the address list.

Phone/Notes Tab

Displays different types of telephone numbers for the user and notes about the user. Choose from the following buttons to address a message to this user:

Add

If you are setting access permissions for a public folder, adds the selected name to the **Add Users** box.

To/Cc

If you are composing a message, adds the selected name to the corresponding address box in the message.

Personal Address Book/Add

If available, adds the selected name to your personal address book (PAB) or the active list of users.

<< (Previous)

Displays the preceding entry in the address list.

>> (Next)

Displays the following entry in the address list.

DL Membership Tab

Displays the distribution lists (DLs) that the selected user belongs to.

Distribution List Membership
Lists each distribution list that the selected user belongs to.

Add
If you are specifying access permissions for a public folder, adds the selected name to the **Add Users** box.

To/Cc
If you are composing a message, adds the selected name to the corresponding address box in the message.

Personal Address Book/Add
If available, adds the selected name to your personal address book (PAB) or the active list of users.

<< (Previous)
Displays the preceding entry in the address list.

>> (Next)
Displays the following entry in the address list.

E-Mail Addresses Tab

Displays information about the e-mail addresses that can be used to reach a user.

E-Mail Addresses
Lists all e-mail addresses that can be used to reach the name selected in the address list.

Add
If you are specifying access permissions for a public folder, adds the selected name to the **Add Users** box.

To/Cc
If you are composing a message, adds the selected name to the corresponding address box in the message.

Personal Address Book/Add
If available, adds the selected name to your personal address book (PAB) or the active list of users.

<< (Previous)
Displays the preceding entry in the address list.

>> (Next)
Displays the following entry in the address list.