

## General Tab

Displays general information about the selected user. Use the following buttons to address a message to

**To/Cc/Bcc** Adds the name to the corresponding address box in the message.

**Personal Address Book/Add** Adds the name to your personal address book 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

**Manager** Information about the user's manager and coworkers.

**Direct Reports** List of the user's manager.

**Do/By/CC** List of all people who report to the user.

**Personal Address Book Add** Adds the name to the corresponding address box in the message.

**< (Previous)** Is the name to your personal address book or the active list of users.

**> (Next)** Displays the preceding entry in the address list.

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. Use the following

**To/Cc/Bcc** address a message to this user.

**Personal Address Book/Add** adds the name to the corresponding address box in the message.

**< Previous** is the name to your personal address book or the active list of users.

**> Next** the preceding entry in the address list.

Displays the following entry in the address list.

## Member Of Tab

**Distribution List Membership** (M) the selected name is a member of.  
**To C/To BCC** that the selected name is a member of.  
**Personal Address Book Add** adds the name to the corresponding address box in the message.  
**< (Previous)** adds the name to your personal address book or the active list of users.  
**> (Next)** the preceding entry in the address list.  
Displays the following entry in the address list.

## E-Mail Addresses Tab

**E-Mail Addresses** about the e-mail addresses that can be used to reach a user.  
**To C/Be** e-mail addresses that can be used to reach the name selected in the address list.  
**Personal Address Book Add** adds the name to the corresponding address box in the message.  
**< (Previous)** adds the name to your personal address book or the active list of users.  
**> (Next)** the preceding entry in the address list.  
Displays the following entry in the address list.

