

Overview

[Welcome to the Address Book](#)

[Opening the Address Book](#)

How To...

Work with Contacts

[Adding contacts to the Address Book](#)

[Changing contact information](#)

[Creating groups of contacts](#)

[Adding a contact to an existing group](#)

[Sorting names in the Address Book](#)

[Deleting items from the Address Book](#)

[Printing Address Book information](#)

Welcome to the Address Book

The Address Book provides an easy way to store e-mail addresses and other contact information for easy retrieval by programs such as Microsoft Outlook Express. Here are a few of the features that make the Address Book useful and convenient.

Store phone numbers and e-mail, home, business, and home page addresses

The Address Book is more than just a way to keep track of e-mail addresses, it enables you to store multiple e-mail addresses, home and work addresses and phone numbers, and even cellular phone and fax numbers. You can even store Internet addresses and distribution lists. And for information that doesn't fit in these categories, there's a generous section for notes.

Print all or part of your Address Book and take it with you

Now you can print your Address Book to take with you in your personal planner. With three page styles to choose from, you can either print all contact information, business information, or phone numbers, for any or all contacts.

Create personal mailing lists for e-mail messages

You can create lists of e-mail addresses associated with your company, family, or associations. Just create a group name, and add names from your Address Book (or create new e-mail addresses). Any time you want to send e-mail to everybody in the group, just use the group name instead of entering each name individually.

To open Address Book

- ▶ In Microsoft Outlook Express, click the **Address Book** button on the toolbar.

Adding contacts to your address book

There are two ways to add e-mail addresses and other contact information to the Address Book:

- Add e-mail addresses from mail you receive in Outlook Express
- Type in new contacts.

To add names from e-mail messages

- ▶ In Outlook Express, right-click the name, and then click **Add to Address Book**.

To add a contact to the Address Book

1 In the Address Book, click the **New Contact** button on the toolbar.

2 Type the first and last names for the contact.

A display name is required for each contact. If you enter a first, middle, or last name, nickname, or company name, a display name is created for you.

3 On each of the tabs, add the information you want.

Related Topic

[Changing contact information in the Address Book](#)

To change contact information

- ▶ Locate and double-click the name you want in the Address Book list, and then change the information as needed.

Tip

- To delete a contact, select the contact name in the Address Book list, and then click the **Delete** button on the toolbar. If the contact is a member of a group, the name will also be removed from the group.

Related Topic

[Adding contacts to the Address Book](#)

To create a group

You can easily send messages to a group of people by creating a mailing group (or alias) containing their names. Then, you just type the group name in the **To** box when you send messages. You can create multiple groups, and contacts can belong to more than one group.

- 1 In the Address Book, click the **New Group** button on the toolbar.
- 2 In the **Group name** box, type the name of the group, and then click **Select members**.
- 3 Select a name in the list, and then click **Select**.

To add people not currently in your Address Book list, click **New Contact** to create an Address Book entry, and then select it.

- 4 Click **OK**, and then click **OK** to close the group Properties dialog box.

Related Topics

[Deleting contacts and groups from the Address Book](#)

[Adding contacts to an existing group](#)

To add a contact to an existing group

- 1 In the Address Book list, double-click the group you want.
- 2 If the contact is already in your address book, click **Select Members**. Otherwise, click **New Contact**.
- 3 If you are adding names from your address book, select one or more names from the list, and then click **Select**.
If you're adding new names, fill in the appropriate information.
- 4 Click **OK**, and then click **OK** to close the group properties dialog box.

Related Topics

[Deleting contacts and groups](#)

[Creating groups](#)

To sort names in the Address Book list

- ▶ Click the column heading above the name list to sort by that heading. To switch between ascending and descending sort order, click the column heading again.

To print Address Book information

1 In the Address Book, select the contact(s) you want to print.

To select a block of names, press and hold down the SHIFT key while you click the names.

To select individual names, press and hold down the CTRL key while you click the names.

2 Click the **Print** button on the toolbar, and then select a printing format:

To print all Address Book information about the contact(s), click **Memo**.

To print business-related information about the contact(s), click **Business Card**.

To print a list of phone numbers for the selected contact(s), click **Phone List**.

Tips

- You may be able to customize the size and orientation of your printed Address Book pages. To view your printers options, click the **Properties** button in the Print dialog box.

To delete contacts and groups from the Address Book list

► To delete a contact, click the contact in the list, and then click the **Delete** button on the toolbar.

To delete a contact from a group, double-click the group name, click the name in the **Members** list, and then click **Remove**.

To delete a group, click the group name in the list, and then click the **Delete** button on the toolbar.

Notes

- When you delete a contact, the contact name is also removed from any groups it is in.
- Deleting a group does not remove its members from the Address Book list.

