

7 Managing Your Address Books

This chapter explains how to...

- View your address books
- Add new contacts to specific address books
- Add names to email from your address books
- Add contacts automatically to your address books
- Create group contact lists
- Import or export your address book

Your email administrator can set a maximum limit for the number of entries you can have in all of your address books. When you reach this maximum, you cannot add any more contacts. However, you can delete unused contacts to free up space.

When you compose an email, the auto-complete feature displays a list of names from your address books that match the text you are typing.

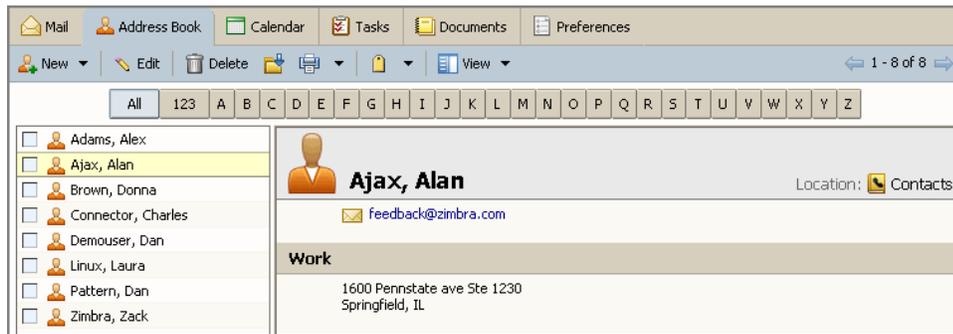


The **Emailed Contacts** address book is populated automatically when you send an email to a new address that is not in one of your other address books. You can disable this feature by removing the check from **Enable auto adding of contacts** on the **Preferences > Address Book** tab.

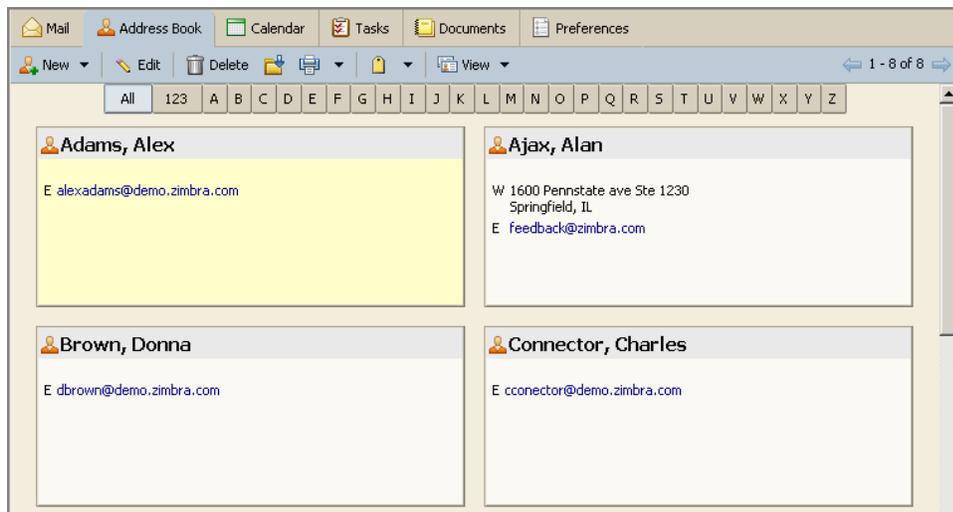
Viewing Your Contact Information

You can view the contact names in a list or as detailed cards.

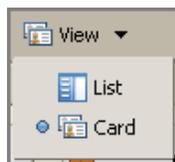
- The **Contact List** view is a vertical list of all of your contacts.



- The **Detailed Cards** view shows all the information you entered on the contact form.

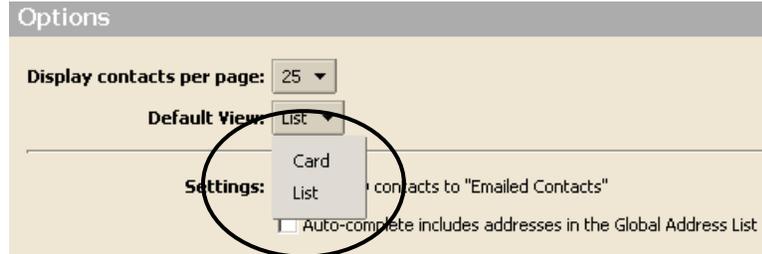


To change the view for one session, use the **View** drop-down menu on the toolbar.



To change the default view for Address Books:

1. Select the **Preferences > Address Book** tab.
2. Select an option from the **Default View** drop-down menu in the **Options** area.



When you pass your mouse cursor over an address, a tool tip displays the full email address associated with that name. If the name is already in an address book, both contact information is displayed. If the name is not in one of your address books, only the email address is displayed.



Adding a New Contact

You can add a new contact in two ways:

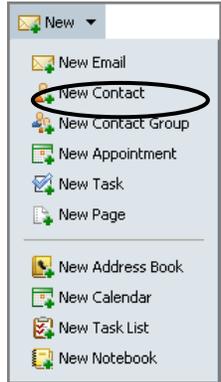
- Using  on the toolbar.
- Right-clicking a name in a message header and choosing **Contacts**.

When you add a new contact, you:

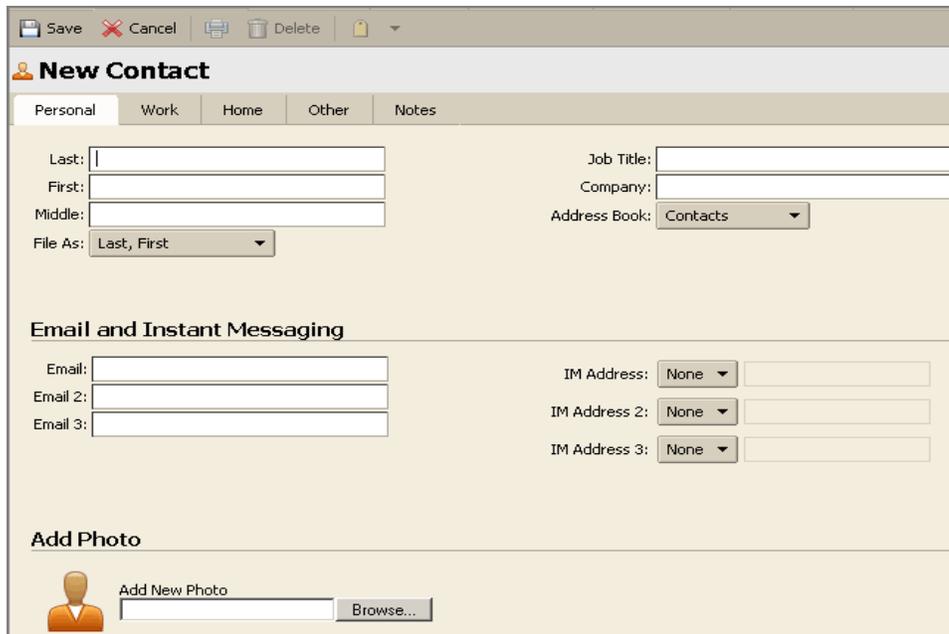
- Enter the name, phone, and company information
- Select how you want to file the contact in your list
- Enter up to three email addresses and three mailing addresses

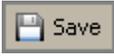
Adding a new contact from the toolbar

1. Click the arrow next to  on the toolbar, and select **New Contact**.



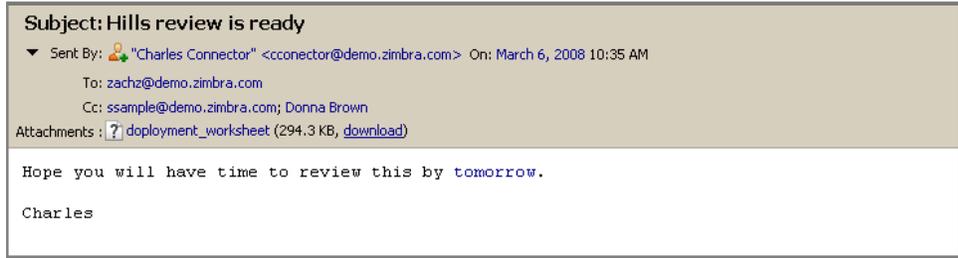
The **New Contact** form opens.



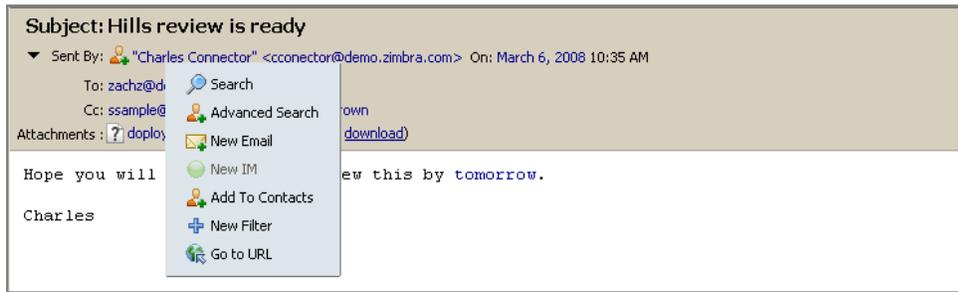
2. Enter the contact information, and upload a photo of this contact, if desired.
3. Click  on the toolbar.

Adding a new contact from an existing email message:

1. Open the email message, the header is displayed in gray at the top of Message the Detail pane. You can add email addresses from the **Sent By**, **To**, **Cc**, and **Bcc** fields.

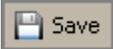


2. Right-click the name to add to your contact list and choose **Add to Contacts**.



3. The **New Contact** form opens pre-populated with whatever information was available from the email header. Add additional information and check the pre-populated fields for accuracy.



4. Select the following:
 - With **File As**, select how you want to file the name. The default is to file the contact by last name, first name.
 - With **Address Book** select the address book to which you want to save the name.
5. Click  on the toolbar.

Adding Names to Email from an Address Book

When composing an email, you can select email addresses from your address books.

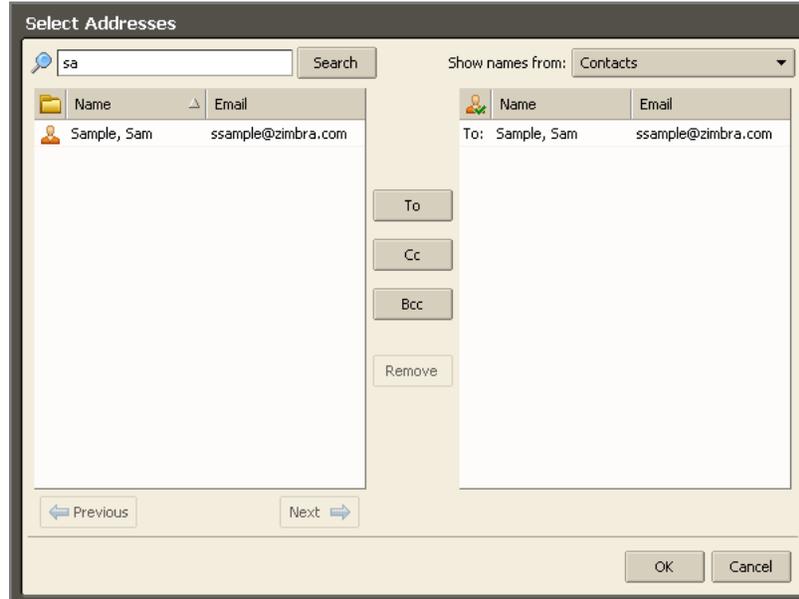
Company Address Book

Within your organization, you may not always know the correct email address to use. For example Joe Smith at Acme could variously be **joe@acme.com**, **jsmith@acme.com**, or **js123@sales.acme.com**.

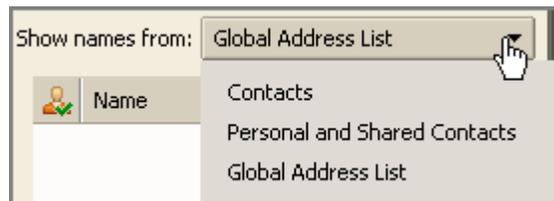
A company address book (also known as a Global Address List), is usually available to everyone in the company to help identify email addresses.

To add names from an address book to a new email message:

1. Click  on the toolbar to open a new message.
2. Click **To**. An address selection dialog appears. Complete the remaining steps as described on the next page.



3. Select an address book from the **Show names from** list. In the example above, **Contacts** is selected. The graphic below shows some options in this menu.



4. Enter a name or portion of a name in the **Search** field on the left.
5. Click **Search**. A list of names and email addresses appears on the left. In this example, Sam Sample is displayed because it matches the **sa** entered into the **Search** field.
6. Select a name to add it to the recipients list on the right.
7. Click the **To**, **Cc**, and **Bcc** buttons to determine where the name will appear when the message is addressed. Click the desired button before moving the name across. Use the **Remove** button to remove a name from the recipients list on the right.
8. Repeat the search as needed until all names have been added.
9. Click .