

Using the Address Book

Introduction

The Address Book in Microsoft Office Outlook 2003 is really a collection of address books that you can use to store and manage the e-mail addresses of the people with whom you communicate electronically. You can use the Address Book to look up and select names, e-mail addresses, and distribution lists when you address messages.

When you address an e-mail message, Microsoft Outlook checks to see if the name you typed matches a name in the Address Book. If Outlook finds a match, it resolves the name by completing the display name and e-mail and allowing you to send the message. If Outlook does not find a match, you can provide more information or you create a contact.

You will probably use your Contacts list for storing most of your e-mail addresses. However, as that list becomes longer, you might want to move some of the entries to another address book to organize them.

The Outlook Address Book is the default address book, which Outlook creates automatically, and uses it to store the contacts in your Contacts folder that include an e-mail address or fax number. You can enter the e-mail addresses of your family and friends in the Personal Address Book. You can also store distribution lists in the Personal Address Book.

If you are using Outlook on a network, your default address book is the Global Address List. This list contains all the people on your network and is maintained by the system administrator, so you can't add to it.

5

What You'll Do

Open the Address Book

Add an Address

Remove an Address

Find an E-Mail Address Name

Change Address Book Settings

Update the Address Book

Use the Address Book Offline

Opening the Address Book

Open an Address Book

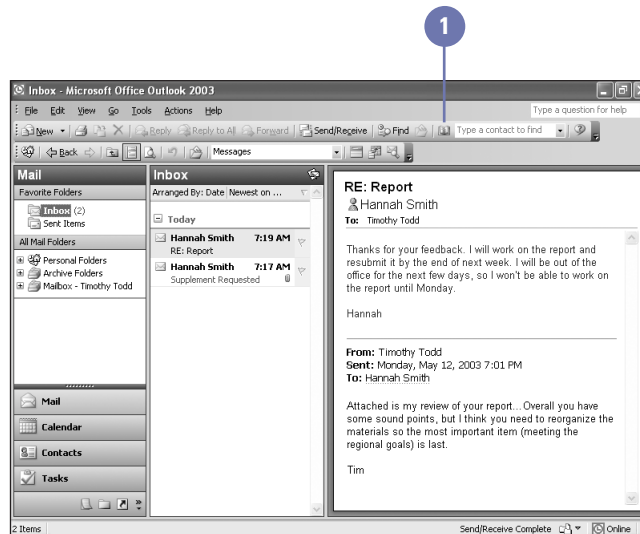
- 1 Click the Address Book button on the toolbar.
- 2 Click the Show Names From The list arrow, and then click the address book you want to open.

Did You Know?

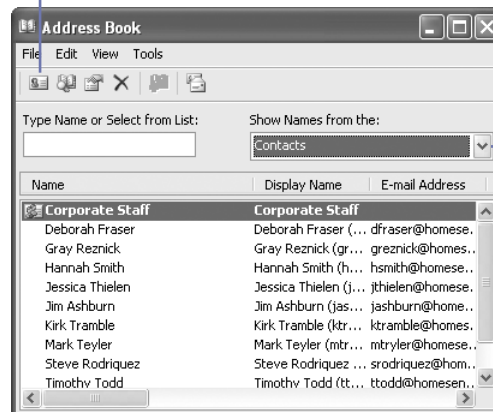
You can display your contacts in the Outlook Address Book. Right-click your Contacts folder, click Properties on the shortcut menu, click the Outlook Address Book tab, and then click Show This Folder As An E-Mail Address Book.

You can make your Personal Address Book the default address book. Open the Address Book, click the Tools menu, click Options, click the Show This Address List First list arrow, click Personal Address Book, and then click OK.

To work with the entries in the Address Book, you can open it and then add, remove, and edit the entries. If you are working on a network, your default address book is the Global Address List; otherwise, your default address book is your Contacts list. If you used earlier versions of Microsoft Outlook, you can use your Personal Address Book (a file with a .pab extension). You can then keep the e-mail addresses of your personal contacts in either the Contacts folder, which is recommended, or the Personal Address Book. You can convert your Personal Address Book entries to contacts in your contacts list.



Click the New Entry button to add a contact to the Address Book.



Adding an Address

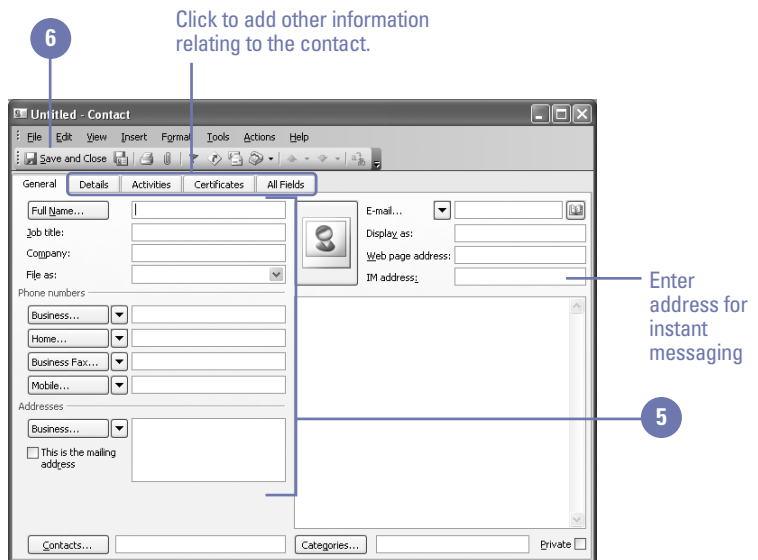
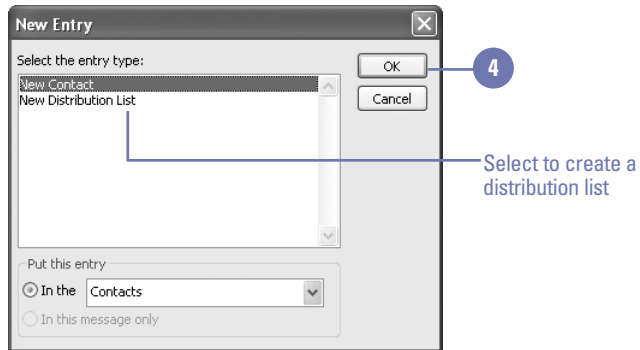
Add an Address

- 1 Open the Address Book.
- 2 Click the Show Names From the list arrow, and then click the address book in which you want to add an address.
- 3 Click the New Entry button on the toolbar.
- 4 Click New Contact, and then click OK.
- 5 Enter contact details, such as name and e-mail address.
- 6 Click the Save and Close button.
- 7 Click the Close button in the Address Book window.

Did You Know?

You cannot delete a contact from the Global Address book. The Global Address book is maintained by a system administrator. You cannot modify any of the entries.

You use the Address Book when you address e-mail messages to individuals or to a distribution list of names. You can also add contact information to a particular Address Book, including contact name, e-mail address, phone numbers, and fax numbers. Any name you add to the Address Book is also added to your Contacts folder.



Removing an Address

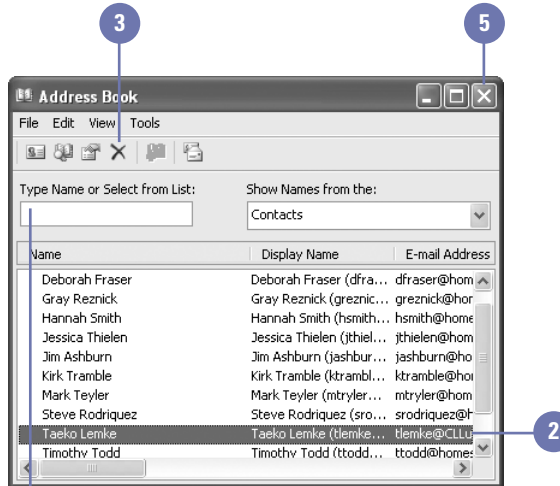
Remove an Address

- 1 Open the Address book that contains the address you want to delete.
- 2 Click the name of the contact you want to delete.
- 3 Click the Delete button on the toolbar.
- 4 Click Yes to permanently delete the contact.
- 5 Click the Close button.

Did You Know?

You can retrieve a deleted contact.
Open the Deleted Items folder, right-click the contact, click Move To Folder, click Contacts in the Move Items dialog box, and then click OK.

To delete an address, you open the Address Book and then click the entry you want to delete. If the Address Book contains many entries, you can first find the address you want to remove by specifying the associated name. When you delete an address, it is moved to the Deleted Items folder.



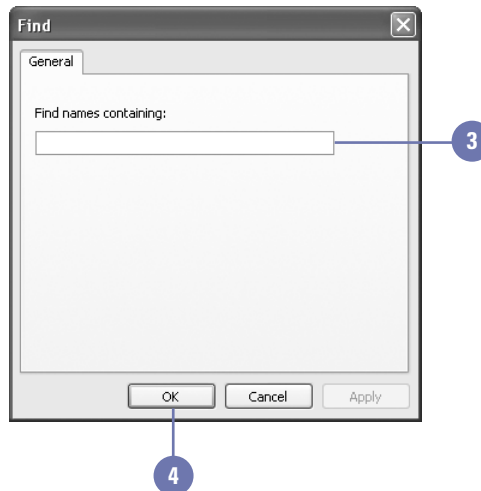
Type the name or partial name to find the contact

Finding an E-Mail Address Name

Find an Address in an Address Book

- 1 Open the Address Book, and if necessary, select the address book you want to search.
- 2 Click the Find Items button on the toolbar.
- 3 Type the name or partial name.
- 4 Click OK.

You can search an Address Book to find the e-mail address of the person to whom you want to send e-mail. You don't need the complete name. You can enter complete or partial information in the Find dialog box, and Outlook will return as many entries that match your search criteria as possible. You don't have to open the Address Book to find an address. You can use the Find A Contact box on the toolbar regardless of what view you are in.

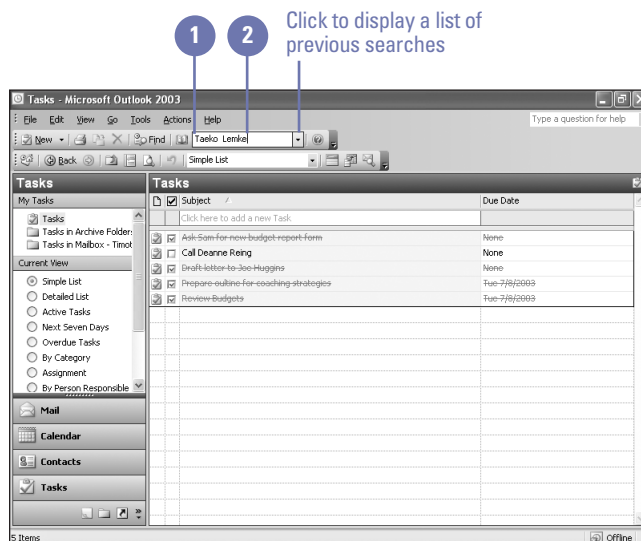


Find a Contact

- 1 Click in the Find A Contact box on the toolbar.
- 2 Type the name or other information that you have about the e-mail address you want to find.
- 3 Press Enter.

Did You Know?

Outlook remembers who you have tried to find before. Click the Find A Contact list arrow, select a name in the list, and then press Enter.



Changing Address Book Settings

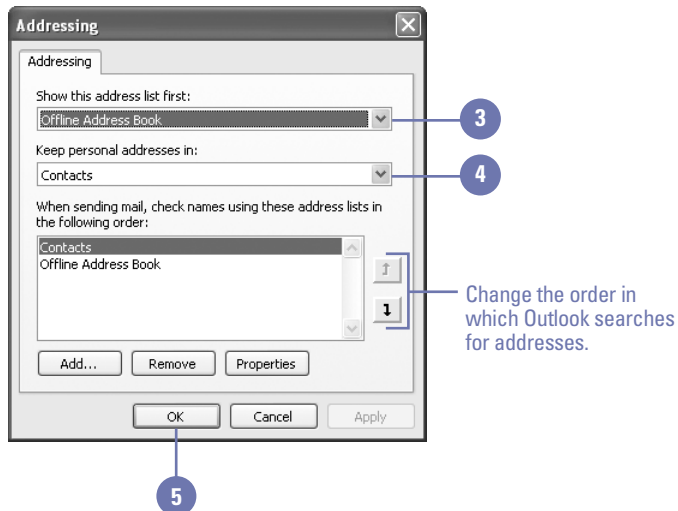
Change Where Your Personal Addresses Are Located

- 1 Open the Address Book.
- 2 Click the Tools menu, and then click Options.
- 3 Click the Show This Address List First list arrow, and then select the address book you want.
- 4 Click the Keep Personal Addresses In list arrow, and then click the address book you want to use.
- 5 Click OK.

Did You Know?

You can import addresses from Outlook Express. Click the File menu, and then click Import and Export. Click Import Internet Mail And Addresses, click Next, click Outlook Express, select only the Import Address Book check box, click Next, and then click Finish.

You can specify which Address Book will appear in the Show Names From The List box. If you use more than one Address Book, you might want that to be the first Address Book to appear. By default, your personal addresses are stored in your Contacts folder. If you want to store addresses in a different location, you can add a new address list within the main Address Book. For example, you could create one address list for your personal contacts, another for business clients, and another for vendors you work with regularly. Then you can organize names and addresses within the appropriate list. If you use Outlook Express, you can store contact information in the Windows Address Book (WAB). Microsoft Outlook cannot access the WAB, though you can export entries from the WAB and import them to an Outlook Contacts list.



Updating the Address Book

Update an Address Book

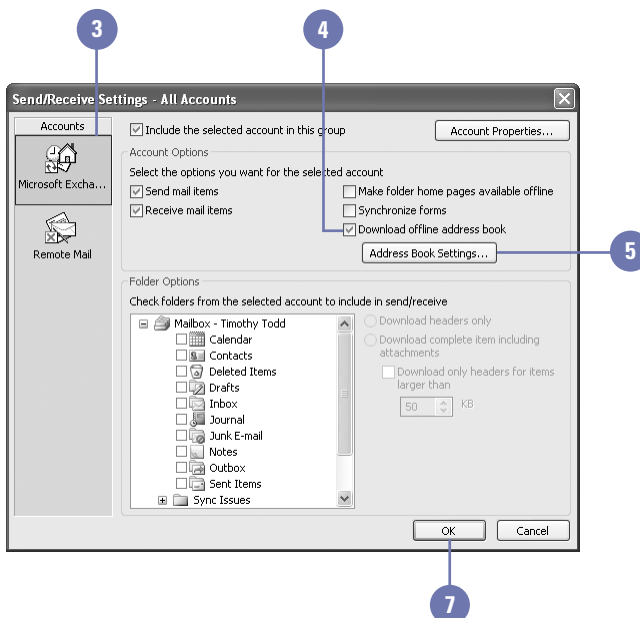
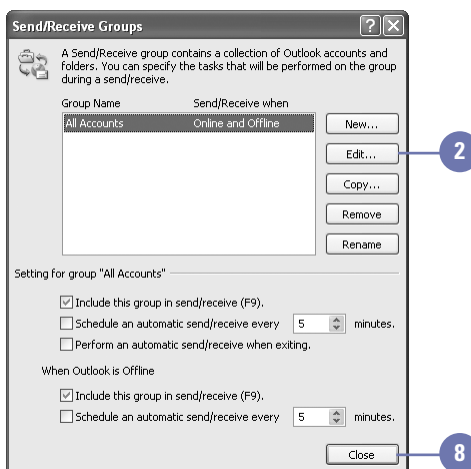
- 1 In Mail view, click the Tools menu, point to Send/Receive, point to Send/Receive Settings, and then click Define Send/Receive Groups.
- 2 Click the group you want, and then click Edit.
- 3 Select your Microsoft Exchange Server account.
- 4 Select the Download Offline Address Book check box.
- 5 Click Address Book Settings.
- 6 Click the Full Details option, and then click OK.
- 7 Click OK.
- 8 Click Close.

Did You Know?

You can have Outlook automatically synchronize your folders. Use the Send/Receive Settings option in the Folder list to specify how often you want Outlook to synchronize the folders that you use offline.

If you work for a large organization, don't download full details. Downloading full details can take hundreds of megabytes. Check with your system administrator before updating the Global Address List.

If you are using an address book on a network, you can ensure that you will always have an up-to-date Global Address List by refreshing your Address Book after using it offline. You need to be using Microsoft Exchange to synchronize the Address Book after using it offline.



Using the Address Book Offline

Download Address Book

- 1 In Mail view, click the Tools menu, point to Send/Receive, and then click Download Address Book.
- 2 Select the Download Changes Since Last Send/Receive check box.
- 3 Click the Choose Address Book list arrow, and then select an address book.
- 4 Click the Full Details option.
- 5 Click OK.

Did You Know?

You can download the Address Book even when you are working offline. If you are working offline, but are still connected to your network, you can still use the Download Address Book command.

If you work on a network, your default address book is the Global Address List. This list is maintained by the system administrator who updates the list; adding, deleting, and modifying entries based on the personnel of the organization. You can work with the Address Book offline, which gives you access to contact information when you are not connected to your e-mail server. To do so, download the Address Book to a location on your computer. After you work with the Address Book offline, you should synchronize it with the Global Address List to make sure that the contact information is current. You need to be on a network that uses Microsoft Exchange Server to use the Address Book offline.

