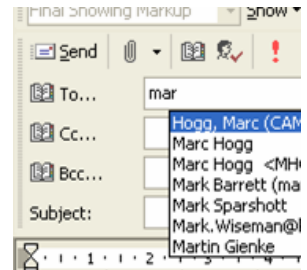


Microsoft Outlook - using the Address Book

3 ways to use the Address Book for email addresses

1. Click on To..., Cc... or Bcc... to open the available address books and select recipients. (To select more than one, hold down Ctrl) Then click To ->, Cc -> or Bcc->
2. A quicker method is to just type the first part of the name into the box and let Outlook suggest possibilities (then use arrow keys to select the correct one)
3. Another quick method is to type part of the name (such as surname or part of both names) into the box and click the Check Names icon.



If there is no match, the Check Names dialog box prompts you for more information or you can create a contact by clicking New Contact.



Creating a new Distribution List

If you find yourself regularly emailing the same five people, why not put them into a distribution list?

- In the Address Book, click on New Entry (blank card) then New Distribution List.
- Give the group a name, then click Select Members. You can select from different address lists (eg a mixture of colleagues and clients)
- Save and Close when you have finished. Now you can select the Distribution Group as you would an individual email address, and email will automatically be sent to everyone on the list.

Customising access to multiple Address Books

The Address Book can actually contain a number of address books or lists. When you first open the Address Book, it displays the default address list, which might be your personal Contacts folder, or a corporate Global Address List maintained centrally. If you would prefer to change this, you can do it as follows:

- Open the Address Book (in the Tools menu or via the toolbar icon)
- Click on Tools, then Options
 - set which address book/list is shown as the default
 - set which address book/list Outlook should check first when sending a message
 - set which address book to use for personal contacts (Contacts is the default option)

