












ADDRESS BOOK

The Address Book is used to store information about the people to whom e-mail is sent. When information is contained in this area, the information doesn't have to be retyped each time a message is sent. Instead of retyping the information, just click the **To** button in the e-mail window and then select the name of the recipient.

When using Outlook with an Exchange Server, an Exchange address book is available, called the Global Address Book. This Address Book contains the names of all the people on the network. Unless this option has been changed, the Global Address Book is the default. The Global Address Book is maintained by the system administrator, it cannot be added to from your Outlook program. Therefore, to maintain any personal addresses, a Personal Address Book must be set up and maintained. These entries are stored in the **Contacts** folder by default.

ADDRESS BOOK TOOLBAR

The buttons that are available on the Address Book toolbar are described and illustrated in the table below.

Button	Description
Save and Close 	Click this button after all the information for the contact has been entered. The item will then be saved into your Contacts list.
Save and New 	Click this button to Save the current entry and to add a new contact.
Print 	Click this button to print the information about the selected contact.
Insert File 	This button is used to insert a file into the contact record. Files such as Word documents and Excel worksheets may be added using the button.
Flag 	Use this button to Flag a contact for Follow-up later. There are different options that can be chosen such as Arrange Meeting or Send E-mail.
Display Map of Address 	When this button is clicked, the MSN Maps and Directions page will display. It will contain a map for the contact's street address.
New Message to Contact 	Click this button to send a message to the contact that has been selected.
Auto Dialer 	Use this button to automatically dial the contact using the number specified in the record.
Previous Item 	To move to the previous Contact in your list, click this button.
Next Item 	To move to the next contact in your list, click this button.
Translate 	This button displays a bilingual dictionary which allows words in the list to be translated.