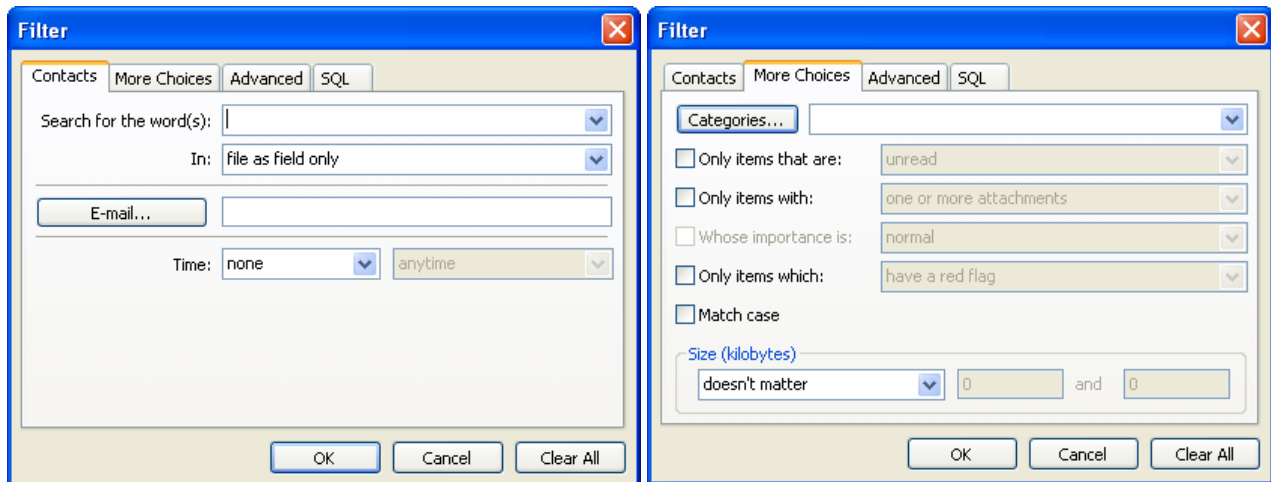
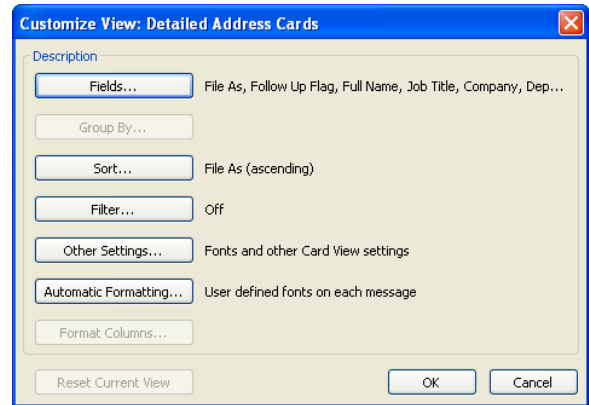


FILTERING A CONTACT VIEW

Using this feature, it is possible to display items in a folder that match certain criteria. It is only possible to apply a filter to the Current View. If the view is changed, all the available contacts will be displayed. To filter the Contacts list, complete the steps below:

- ✦ Click **View** on the **Menu Bar**.
- ✦ Point to the **Arrange by** option.
- ✦ Point to the **Current View** option in the next list.
- ✦ Click the **Customize Current View** option from the list.
- ✦ The **Customize View** dialog box will appear (see illustration at right).
- ✦ Click the **Filter** button.
- ✦ The **Filter** dialog box will appear (see illustration below).
- ✦ This dialog box has four different tabs where choices about filtering can be specified.
- ✦ In the **Contacts** tab, specify any of the choices in this box.



- ✦ Click the **More Choices** tab.
- ✦ To have **Contacts** filtered by **Category**, click the list arrow for **Categories** and then select a Category.
- ✦ Make a choice from any of the other items by clicking the check box next to the item.
- ✦ Once the check box has been clicked, the available list items will appear in the list box.
- ✦ Make any choices from the **Filter** dialog box.
- ✦ Click the **Clear All** to remove all the filtering options.
- ✦ Click **OK** after all the choices have been made to filter the **Contacts** folder.