

MANAGING YOUR ADDRESS BOOK IN OUTLOOK EXPRESS

Beginners Kaffee Klatch

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The Address Book is associated with Outlook Express, a separate application that comes packaged with your Windows operating system.

You can run Windows Address Book from Outlook Express by:

1. Clicking Addresses on the Outlook Express toolbar. (If the toolbar isn't visible, choose Tools, Address Book.) You can close it by pressing the Esc (Escape) key, located in the upper left corner of your keyboard.
2. You can also run Address Book from the Start menu on the desktop by choosing the Run command and then typing **wab**.

The Address Book presents four columns of information (name, email address, business phone, and home phone) leading with name and e-mail address.

1. You can change the order in which the four columns appear by dragging them to the left or right.
2. You can change the sort order by clicking on the column upon which you want to sort.

Organizing Your Contacts (Addresses) into Folders

The address book typically includes two panes. If your system does not display a left pane, choose **View**, then **Folders And Groups**. Windows XP users will note that the left pane contains a Shared Contacts folder for contacts shared between all identities using Outlook Express and a folder containing the current identity's contacts. The current identity's contacts are normally visible only to the current identity.

The entries in the left pane are folders. To organize your contacts more effectively, you can add folders of your own to any existing folder. To add a folder, right-click its parent folder and choose **New**, then **New Folder**.

1. To **move** (cut) an individual address from one folder to another, select the contact's name in the right pane and then left or right drag it to the appropriate folder in the left pane. (It is possible to move multiple addresses at once, either by using the SHIFT key or CTRL key.)

2. To **copy** an individual address from one folder to another, right-click it, choose Copy, move to the destination folder, right-click again, and then choose Paste. *(Unfortunately, you can **copy** only one address at a time. However, there is a “work around” procedure that will be described at the BKK session: copy and paste names back to the same folder, then move the duplicates to the target folder.)*

Adding Individual Contacts and Groups

To add someone to your address book, right-click the folder you want the contact to appear in, and choose **New**, then **New Contact**. A seven-tabbed dialog box appears, in which you can enter as much or as little information as you need.

You can also add groups to your address book. When you send mail to a group, Outlook Express combines individual member names into a group name and sends your mail to everyone in the group. To create a group, follow these steps:

1. Right-click the parent folder and choose **New**, then **New Group**. The properties dialog box for the new group opens.
2. Enter a group name (the name that you will choose when you address your outgoing mail).
3. Add names to the group, using one of several methods:
 - To add contacts that are already in your address book, click **Select Members**.
 - To add a new contact to the group and also an individual entry to the address book, click **New Contact**.
 - To add a new contact to the group but not create a separate individual entry for that contact, fill out the **Name** and **E-Mail** boxes, and then click **Add**.

Adding Contacts from E-Mail Messages

By default, when you reply to an e-mail message, Outlook Express adds the name of the person you reply to (and of everyone else who received that message, if you clicked Reply All) to your address book. For some users, this is a useful service. Junk senders don't land in your address book, because you don't reply to their spam, but contacts you find worth responding to are added. (If you want to turn off this option, choose Outlook Express **Tools** in Outlook Express, then **Options**, then the **Send** tab, and clear **Automatically Put People I Reply To In My Address Book**.)

You can also add senders to your address book without replying to their mail.

1. In the message list, right-click a message and choose **Add Sender To Address Book**.
2. Another approach is to open the message in its own window (double-click the message in the message list) and then in the message window, choose **Tools, Add To Address Book, Sender**.

There's a subtle but important difference between these two approaches. If you add the sender to your address book from the message list, the new contact is added immediately without editing. If you add the sender to your address book from the message window, you get to see and edit the new contact record before committing it to the address book. This technique gives you an opportunity to add more information about the entry immediately.

From within the message window, you can also add other folks to your address book. If you receive a message that has gone to many other addressees:

1. You can add them all at once by choosing **Tools**, then **Add To Address Book**, then **Everyone On To List**.
2. You can add any particular addressee by right-clicking that person's name in any part of the address portion of the message and choosing **Add To Address Book**.

Importing Address Book Data

To import data from another Address Book (.wab) file, choose **File, Import, then Address Book** in Outlook Express or **File, Import, Address Book (WAB)** in Address Book.

Address Book imports all records in the selected file. If an imported name has the same name as a record in the current file, Address Book tries to merge the data without creating a duplicate record. But if conflicts exist between imported data and existing data, Address Book does not import the conflicting record. *Folder assignments in the imported data are ignored, but group assignments are preserved.*

Exporting the Address Book to a .wab File

To export your address book as an address book (.wab) file, choose **File, Export, Address Book (WAB)** in Address Book. *Note that when you write Address Book data to an existing .wab file, the exported data replaces the existing data. It is not merged with the existing file. Thus, exporting to a .wab file is a good way to back up your contact list but not a method of merging your data with someone else's!*

Printing Your Address Book

You can turn your address book into a handy printed phone or address list for easy access to contact information when you are away from your computer.

To print Address Book information:

1. Open your Address Book.
2. Check your list of contacts to see if they are alphabetized by last name from A to Z. If they are not, then click on the **Name** column heading until all names are alphabetized, last name first.
3. Select the contacts you want to print.
4. To select all the names in a file folder, click any one of the names and then go to **Edit** on the Menu Bar and choose **Select All**.
5. To select a block of names, press and hold down the **Shift** key, click the first contact in the block and then click the last contact in the block.
6. To select individual names, press and hold down the **Ctrl** key while you click the contacts.
7. Go to **Edit** on the Menu Bar and select **Copy**. (Alternative: Ctrl + C). This action will place your selections on the Windows clipboard.
8. Close both the Address Book and Outlook Express. (This step is vital!)
9. Open your **Microsoft Word** word processing application to a new page. (Wordpad, Works, and OpenOffice will not work!)
10. Go to **Edit** on the Menu Bar and Select **Paste**. (Alternative: Ctrl + V).
11. A dialogue box will appear. Ignore the message. Click **OK**.
12. Your selections from the Address Book will appear in one column. Select the Columns button from the Toolbar to place your entries into two columns.
13. Save your document (Ctrl + S) and assign it a name and location of your choice.
14. Print your document. That's it!