

# EDIT YOUR OUTLOOK EXPRESS ADDRESS BOOK

Beginners' Kaffee Klatch  
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It's probably safe to say that every once in awhile you have to go to your Outlook Express Address Book and update an entry. Perhaps one of your contacts got a new e-mail address or maybe you need to add a new entry. Whatever the case, you have to go in and modify the information to keep it up-to-date. What's the quickest way to do that? Here's how in just a couple steps.

1. Open Outlook Express.
2. Go to **Tools**, then **Address Book**.
3. You can add a new address by clicking on **New** in the upper left corner.
4. To change an addressee's information, find the target entry that you need to update and **double click** it.
5. Once you do that, the **Properties** window will pop up and you can go through the different tabs and change the information as needed.

With the old way, you had to open your Address Book, right click on an entry, choose Properties, etc., etc. But now, there's no more extra clicking for you. This is, hands down, the easiest way to update your Address Book.