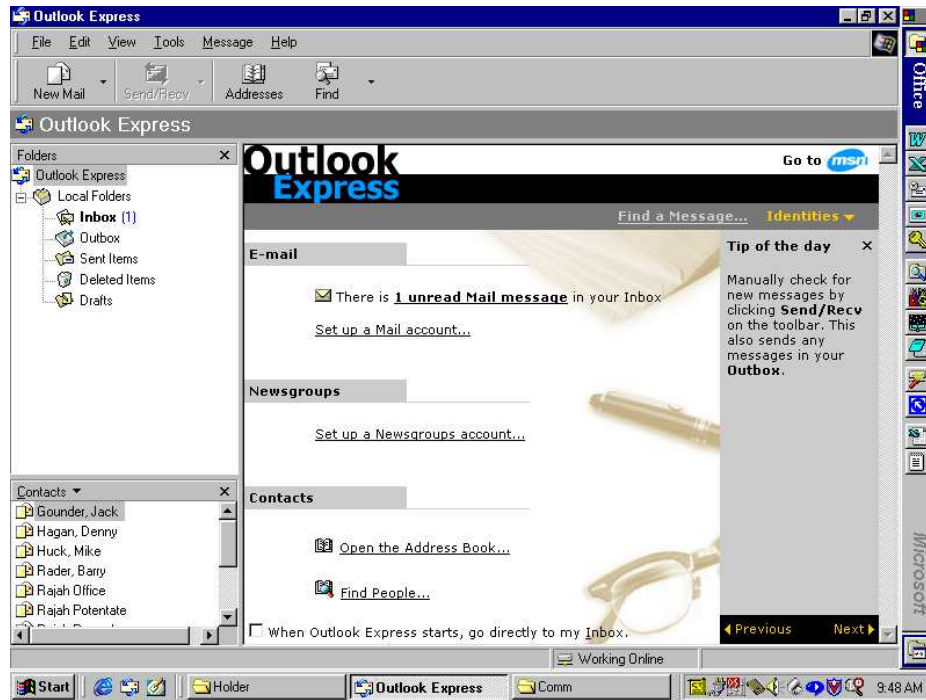
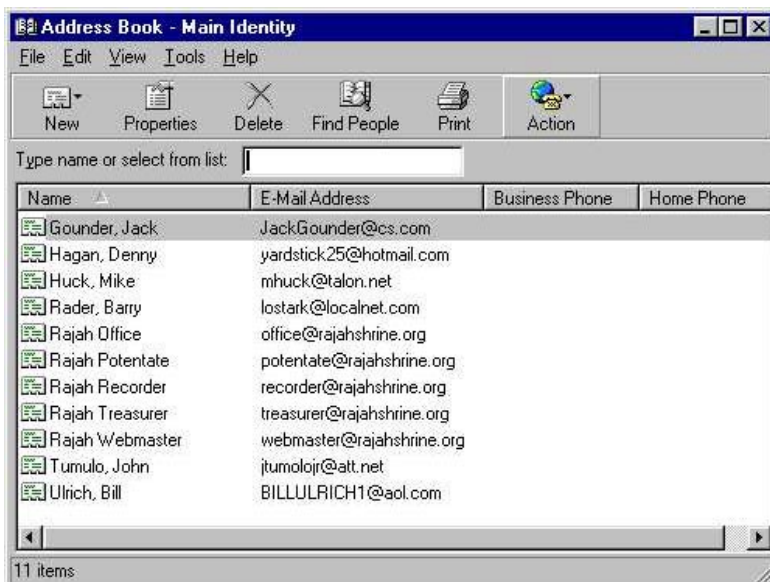


# Outlook Express Address Book



There are several different versions of Microsoft Outlook, and Outlook Express. Everything discussed here might not be exactly as it is in your particular version. However, the information contained here should, in general, work on any version of Outlook.

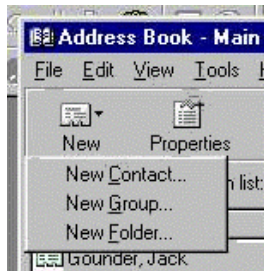
To view the contents of your address book, click on the Addresses button in the menu bar, or select Address Book from the Tools menu.



With the address book open, you should see a window that looks like the one to the left.

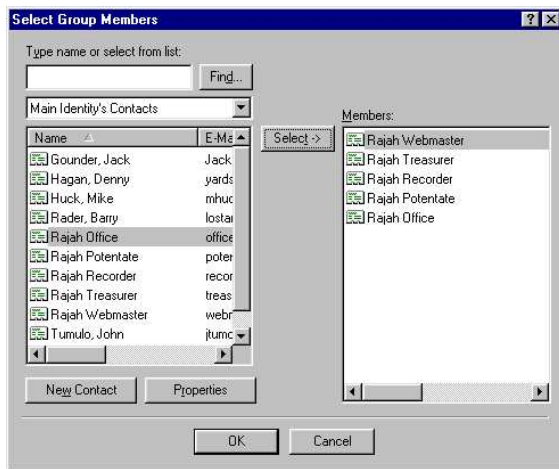
You should have a list of names that you have gathered over time in your address book. If you have no names, you can enter new listings by clicking on the New icon, selecting Contact and filling in the requested information.





The new Icon also gives you the option of creating a mailing list. To do this, click on New and then select Group. The first thing you need to do is give your mailing group a unique name. After you have entered a name, you can begin

selecting members from you address book. To do this, click on the select members icon located on the right side of the window. This will open another window that shows you the contents of your address book. Select members for your group by clicking on the name of the person to add to the group, and then clicking on the select button to put the name in the members list in the right side of the window. After you have completed your selections, click on the OK button. You are returned to the window that asked for a group name, but this



time it also lists the names of the people you have just selected to be in this mail group. Click OK again. This window will close you you will have successfully created a group mailing list.



This new group that you select will show up in your address book as a bold listing. Whenever you want to mail something to everyone in this list, simply select the list name instead of the individual members names and everyone that you previously listed will be send a copy of the email.

