

Help is available for each item in this group. Click  at the top of the dialog box, and then click the specific item you want information about.

Provides a space for you to type the names of contacts or groups you want to see in the list. If you do not type anything, the list displays all names in the Address Book.

Displays all the entries in the Address Book, or those matching the name you type in the **Type name or select from list** box.

Click this to add information about a new contact to the Address Book.

You can store home and business information for contacts: e-mail addresses and aliases, Internet home pages, phone numbers, postal addresses, and notes.

Click this to create and add a new group.

Displays properties for the selected contact or group.

[Click this to search for names in your address book or Directory Services.](#)

Adds the contact or group name(s) selected in the address book list to the **To** box of your outgoing message.



Displays the contact or group names that appear in the **To** box of your outgoing message.

Adds the contact or group name(s) selected in the address book list to the **Cc** box of your outgoing message.

Displays the contact or group names that appear in the **Cc** box of your outgoing message.

Lists the available Directory Services and address book(s) you can select from to search for contacts or groups.

Provides a space for you to type the name of a contact or group name that you want to search for. You can use this field to search for names, nicknames, company names, or organizations.

Provides a space for you to type the last name of a contact or group name that you want to search for.

Provides a space for you to type the e-mail name of a contact or group name that you want to search for.

Provides a space for you to type the address of a contact or group name that you want to search for. You can use this field to search any home or business address fields: address, street, city, state, zip code, or country.



Provides a space for you to type the phone number of a contact or group name that you want to search for. You can use this field to search any home or business phone fields: phone, fax, pager, or cellular.

Provides a space for you to type other information that might appear in the entries of a contact or group name that you want to search for.

Click this to search for the specified contact(s) or group(s) in the selected Directory Service or address book.

Clears the search criteria under **Look for** and any matching entries.

Closes this dialog box.

Displays all entries in the selected Directory Service or address book that match your search criteria.

Click this to add the contact(s) or group(s) selected in the list to your address book.

Click this to remove the contact(s) or group(s) selected in the list from your address book.



Provides a space for you to type a social or professional title for this contact. You can also click the down arrow to select an existing title.

For example, you can type **Mr.**, **Ms.**, **Dr.**, **Capt.**, and so on.

Provides a space for you to type the first name of this contact.

Provides a space for you to type the last name of this contact.

Provides a space for you to type a professional or academic title abbreviation for this contact. You can also click the down arrow to select an existing suffix.

For example, you can type **Ph.D.**, **M.E.**, **M.D.**, and so on.

Provides a space for you to type the home mailing address for this contact.

Provides a space for you to type the city for this contact's home address.

Provides a space for you to type the state or province for this contact's home address.

Provides a space for you to type the zip code for this contact's home address.



Provides a space for you to type the country for this contact's home address.

Provides a space for you to type the company name where the contact is employed.

Provides a space for you to type the contact's title in the company.

Provides a space for you to type the contact's department in the company.

Provides a space for you to type the contact's office location.

Provides a space for you to type the business mailing address for this contact.

Provides a space for you to type the city for this contact's business address.

Provides a space for you to type the state or province for this contact's business address.



Provides a space for you to type the zip code for this contact's business address.

Provides a space for you to type the country for this contact's business address.

Provides a space for you to type the phone number for this contact. The international dialing format is recommended. For example: +1 (206) 555-1234

Dials the phone number displayed in the **Phone** box.

Provides a space for you to type the fax phone number for this contact. The international dialing format is recommended. For example: +1 (206) 555-1234

Dials the phone number displayed in the **Fax** box.

Provides a space for you to type the cellular phone number for this contact. The international dialing format is recommended. For example: +1 (206) 555-1234

Dials the phone number displayed in the **Cellular** box.



Provides a space for you to type a custom label, and a space to type an entry associated with the label. You can also click the down arrow to select an existing custom label.

Provides a space for you to type the pager number for this contact. The international dialing format is recommended. For example: +1 (206) 555-1234

Dials the phone number displayed in the **Pager** box.

Provides a space for you to type the modem dial-up number for this contact. The international dialing format is recommended. For example: +1 (206) 555-1234

Dials the phone number displayed in the **Modem dial-up number** box.

Provides a space for you to type a nickname for this contact or group.

Provides a space for you to type the middle name of this contact.

Provides a space for you to type notes and miscellaneous information for this contact or group.



Saves all the changes you have made without closing this dialog box.

Adds the e-mail name you typed in the **E-mail address** box to the e-mail address list for this contact.

Lists the e-mail names for this contact.

Removes the selected e-mail name from the e-mail address list.

Makes the selected e-mail name the default e-mail name when sending messages to this contact.

Provides a space for you to type the URL (address) for this contact's Internet home page.

Opens this contact's Internet home page in a browser window.

Provides a space for you to type a detailed name for this group.



Click this to select contacts to add to this group.

Lists the contacts in this group.

Removes the contact(s) selected in the **Members** list from this group.

Displays the contacts in the Address Book that match the name you've typed. If there are no matching contacts or groups, "No Matches Found" appears in the list.

Displays the Address Book, where you can select the correct name.

Click this to change the information for the selected e-mail address.

Adds the contact or group name(s) selected in the address book list to the **Bcc** box of your outgoing message. For each person listed in the **Bcc** box, only that person and the message sender knows to whom the message was sent.

Displays the contact or group names that appear in the **Bcc** box of your outgoing message.



Click this to delete the selected name in the **Names** list from your address book.

Lists the available Directory Services.

Click this to add a new Directory Service.

Removes the selected Directory Service from your **Directory Services** list.

Click this to change the properties for the Directory Service selected in your **Directory Services** list.

Adds the Directory Service(s) selected in the **Directory Services** list to the **Check names against** list.

Removes the Directory Service(s) selected in the **Check names against** list and adds it to the **Directory Services** list.

Moves the selected Directory Service up one in the **Check names against** list.



Moves the selected Directory Service down one in the **Check names against** list.

Lists the Directory Services against which names are currently checked and the order in which they are checked.

Lists the Directory Services that can be added to the **Check names against** list.

Lists the available countries.

Lists the available Address Books and Directory Services.

Specifies the "friendly" name you choose for this Directory Service as it will appear in your Directory Services and address book lists.

Specifies the Directory Service and provides a space where you can type the Directory Service name or IP address. This information is provided by the administrator or Internet service provider for this Directory Service server.

Specifies to use anonymous authentication with this Directory Service, which requires no username or password.



Specifies to use username and password authentication for this Directory Service.

Specifies that this server requires you to use challenge/response password authentication to log on, such as NTLM, or Microsoft Distributed Password Authentication (DPA).

If you select this option, you may be prompted to log on when you connect to the LDAP (Lightweight Directory Access Protocol) server.

If you are prompted for a user name and password, this account information is usually provided to you by the Internet service/content provider whose server you are trying to connect to, when you sign up for those services with them.

Specifies your logon or account name. This is usually the same as the part of your e-mail address to the left of the at sign (@).

Provides a space for you to type the password assigned to your account by this Directory Service. The actual characters are not displayed in this box — each character is represented by an asterisk (\*) instead, for security purposes.

Provides a space for you to type the same password you typed in the **Password** box, to verify that you typed the password correctly.

Specifies that when sending mail, recipient names are checked against this Directory Service to verify that the e-mail address(es) are correct. If you clear this check box, you can still use this Directory Service to search for names, but names will not be checked against this server when sending mail.

Provides a space for you to specify how long Address Book should try to connect to this Directory Service.

Provides a space for you to specify how long Address Book should try to search this Directory Service.



Provides a space for you to specify the maximum number of entries Address Book should attempt to return when searching this Directory Service.

Lists the available Directory Services you can search for names.

Provides a space for you to type the first name, or the first character(s) in it, of the contact you want to find.  
Most servers will not allow a search by just the **First name** field.

Provides a space for you to type the last name, or the first character(s) in the last name, of the contact you want to find.

Provides a space for you to type the e-mail name, or the first character(s) in the e-mail name, of the contact.

Provides a space for you to type the organization, or the first character(s) in the organization, of the contact you want to find. Some servers might not use this information, but others might require it.

Lists the available countries you can search for names in. You can only search one country at a time, and the server might not have entries in all countries that are displayed in this list.

Provides a space for you to type the base, or root, of the Directory Service to search for names in. This base can be a country, organization, or other type of grouping.

Some servers require this information and others do not.

If it is required, the search base information will be provided to you by the Internet service/content provider whose server you are trying to connect to, when you sign up for Directory Services with them.



Specifies to print all address book information you have stored for the selected contact(s).

Specifies to print the information from your address book that you would typically find on a business card — company, phone numbers, e-mail address — for the selected contact(s).

Specifies to print all phone numbers — home, business, cellular, fax, other — for the selected contact(s).


Specifies which name field to display in the contact list. You can type a name, or select from a list containing the full name (first, middle, and last), nickname, or company name for this contact.

If you do not select or type anything in this field, the contact will be assigned a display name based on the full name, nickname, or company name.

### To add a contact to your address book

- 1 On the Address Book **File** menu, click **New Contact**.
- 2 Type the first name and last name.
- 3 Click each of the tabs, and add the information you want.

#### Tips

- A display name is required for each contact. If you enter a first, middle, or last name, nickname, or company name, a display name will be created for you.
- You can store home and work information for contacts: phone numbers, postal addresses, e-mail addresses and aliases, Internet home-page addresses (URLs), distribution lists, and notes. Depending on what programs you use the address book with, you can complete either some or all of the information requested on these tabs.
- For Help on an item, click  at the top of the dialog box, and then click the item.


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{button ,AL("A\_WAB\_EDIT\_CONTACT")} [Related Topics](#)

### To edit a contact in your address book

- 1 Locate the name you want in the address book list, and then double-click it to display information about the contact.
- 2 Modify the information on the tabs as needed.

#### Tips

- To delete a contact from your address book, select the contact in the address book list, click the **File** menu, and then click **Delete**. If the contact is a member of a group, it will also be removed from the group.
- For Help on an item, click  at the top of the dialog box, and then click the item.

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{button ,AL("A\_WAB\_ADD\_CONTACT")} [Related Topics](#)

### To create a group

- 1 On the Address Book **File** menu, click **New Group**.
- 2 In the **Group name** box, type the name of the group.
- 3 To insert contacts in the **Members** list, click **Select members**, and then select one or more names from the address book name list.  
To delete a contact from the **Members** list, select the name, and then click **Remove**.

### Tips

- You can create more than one group.
- Contacts can belong to more than one group.
- To delete a group from your address book, select the group name in the name list, click the **File** menu, and then click **Delete**. Deleting a group does not remove its members from the address book.


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{button ,AL("A\_WAB\_DISTLIST\_EDITING")} [Related Topics](#)

### To add a contact to an existing group

- 1 Locate the group you want in the address book list, and then double-click it to display the members and information about the group.
- 2 To insert contacts in the **Members** list, click **Select members**, and then select one or more names from the address book name list.

#### Tips

- To delete a member from the group, select the member in the **Members** list, and then click **Remove**. Deleting a member from a group does not remove it from the address book.
- To delete a group from your address book, select the group name in the name list, click the **File** menu, and then click **Delete**. Deleting a group does not remove its members from the address book.
- For Help on an item, click  at the top of the dialog box, and then click the item.

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{button ,AL("A\_WAB\_DISTLIST\_CREATING")} [Related Topics](#)



**To sort names in the address book list**

- ▶ On the Address Book **View** menu, point to **Sort By**, and then click the column heading you want to sort by.  
To switch between ascending and descending sort order, click the **View** menu, point to **Sort By**, and then click **Ascending** or **Descending**.

**Tip**

- You can also click the column heading above the name list to sort by that heading. To switch between ascending and descending sort order, click the column heading again.

### To export a contact to a vCard

- 1 In Address Book, locate the name you want in the address book list.
- 2 On the **Tools** menu, point to **Export**, and then click **vCard**.
- 3 Name the vCard file to save this contact to, using a .vcf extension.

#### Tip

- You can attach [vCard](#) files to e-mail messages in order to share your contact information with other people.

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{button ,AL("A\_WAB\_IMPORT\_VCARD")} [Related Topics](#)

### **To import a vCard**

- 1 On the Address Book **Tools** menu, point to **Import**, and then click **vCard**.
- 2 Locate the vCard file on your computer or a network drive.

When the vCard file has been successfully added to your address book, a properties dialog box appears for that contact.

- 3 Modify or add to the contact information on the tabs as needed.

#### **Tip**

- You can attach [vCard](#) files to e-mail messages to share your contact information with other people.

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{button ,AL("A\_WAB\_EXPORT\_VCARD")} [Related Topics](#)

### To add a Directory Service

- 1 On the Address Book **File** menu, click **Directory Services**, and then click **Add**.
- 2 Type the **Friendly name** as you want it to appear in the **Directory Services** list.
- 3 Type the Directory Service or IP address for this Directory Service.
- 4 Select the authentication type, and specify other authentication information as required by this Directory Service.
- 5 On the **Advanced** tab, fill in the **Search parameters** box.

#### Tip

- If you are not getting search results and the search connection times out, try increasing the **Search time-out** value and decreasing the **Maximum number of entries to return** value.
- Only change the **Search base for this Directory Service** box if you encounter problems or are instructed to do so by the Directory Service administrator.

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{button ,AL("A\_WAB\_DIRECTORY\_SERVICE\_DELETE;A\_WAB\_EDIT\_DIR\_SERVICE")} [Related Topics](#)

### To delete a Directory Service

- 1 On the Address Book **File** menu, click **Directory Services**.
- 2 Select the Directory Service in the **Directory Services** list, and then click **Remove**.

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{button ,AL("A\_WAB\_ADDING\_A\_DIRECTORY\_SERV;A\_WAB\_EDIT\_DIR\_SERVICE")} [Related Topics](#)

### To edit a Directory Service

- 1 On the Address Book **File** menu, click **Directory Services**.
- 2 Select the Directory Service in the **Directory Service name** list, and then click **Properties**.
- 3 Edit the information on the **General** and **Advanced** tabs as necessary.

#### Tip

- If you are not getting search results and the search connection times out, try increasing the **Search time-out** value and decreasing the **Maximum number of entries to return** value.

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{button ,AL("A\_WAB\_ADDING\_A\_DIRECTORY\_SERV;A\_WAB\_DIRECTORY\_SERVICE\_DELETE")} [Related Topics](#)

### **To search for names in a Directory Service or your address book**

- 1 On the Address Book **Edit** menu, click **Find**.
- 2 In the **Search** list, click a Directory Service or address book.
- 3 To narrow down the search results, type as much information as possible in the search fields,.

#### **Tips**

- You can also click **Start**, point to **Find**, and then click **People**.
- You can only search Directory Service servers by name and e-mail name.
- You can type several kinds of information in these search fields. For Help on an item, click at the top of the dialog box, and then click the item.
- If your search is too broad, the results might exceed the limits allowed by the server, or the **Search results** value you have set for this Directory Service. You might not see any results returned, or there may be more results returned than are displayed on your computer.

### To specify which Directory Services to check names against

- 1 On the Address Book **File** menu, click **Directory Services**.
- 2 On the **General** tab, select the Directory Service in the **Directory Services** list, and then click **Properties**.  
When you use the **Check Names** command in e-mail, names are checked against entries in your address book and then against the Directory Services specified, in the order they are listed on the **Options** tab of the Directory Services dialog box.
- 3 Make sure **Check names against this server when sending mail** is selected.

#### Tips

- To change the order in which the selected Directory Service is checked, in the Directory Services dialog box, click the **Options** tab, click a Directory Service, and then click **Up** to check it first, or click **Down** to check it last.
- To add a directory service to the **Directory Services** list, click the **General** tab. For more information, see Related Topics below.

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{button ,AL("A\_WAB\_ADDING\_A\_DIRECTORY\_SERV")} [Related Topics](#)



**To import address book entries from other address books**

- 1 In the Windows Address Book, click the **Tools** menu, point to **Import**, and then click **Address Book**.
- 2 Click the address book you want to import, and then click **Import**.

### **To print contacts in different formats**

- 1 In Address Book, select the contact(s) you want to print.
- 2 On the **File** menu, click **Print**.
- 3 To print all address book information about a contact, click **Memo**.  
To print business-related information about a contact, click **Business card**.  
To print all phone numbers for a contact, click **Phone list**.

### **Tips**

- You may be able to customize the size and orientation of your printed address book pages. Click the **Properties** button in the Print dialog box to view your printer's specific printing options.
- For Help on an item, click
- at the top of the dialog box, and then click the item.

An open, electronic business-card specification based on industry standards. vCards can be exchanged between different types of programs (such as e-mail, address books, communications, and personal planners), and between different types of devices and platforms (such as desktop computers, laptops, personal digital assistants, and telephony equipment).

vCards are saved and exchanged as files with the extension .vcf on your computer.

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## **Windows Address Book features**

Microsoft Windows Address Book provides an easy way to store e-mail addresses and other contact information for easy retrieval by programs such as Microsoft Internet Mail and News. It's fast and easy to use, yet offers many powerful features for present and future needs. Here are a few of the features that make Windows Address Book useful and convenient.

- Store all contact information: e-mail, phone, home, business, and home page addresses
- Print all or part of your address book and take it with you
- Look for e-mail addresses in other Internet service provider's address books
- Create personal mailing lists for e-mail messages
- Import names from your current address book
- Import and export vCards

### **Store all contact information: e-mail, phone, home, business, and home page addresses**

With so many ways to communicate, you need a program that can keep track of it all: Windows Address Book does. More than just a way to keep track of frequently used e-mail addresses, Address Book enables you to store multiple e-mail addresses, home and work addresses and phone numbers, and regular, cellular, and fax phone numbers. You can even store the URLs for business and personal Web pages. And if there's any other information that doesn't fit in one of these categories, there's a generous section for notes.

**Look for e-mail addresses in other Internet service providers' address books**

The Address Book Directory Services feature uses LDAP (Lightweight Directory Access Protocol). LDAP is an emerging Internet standard that enables you to look for e-mail addresses on another Internet service provider's server, even if you do not subscribe to that provider. Address Book enables you to add these servers to your list of address books from which you can select names when addressing e-mail messages.

**Print all or part of your address book and take it with you**

Now you can have the best of both worlds — an up-to-date and easy-to-maintain address book on your computer, and a printed copy that you can take with you in your personal planner. With three page styles to choose from, you can print all contact information, business information, or phone numbers, for any or all contacts.

**Add groups to create your own mailing lists for e-mail messages**

You can create lists of e-mail addresses associated with your company, organization, family, or clubs. Just create a group, and add names from your Address Book (or add new e-mail addresses to your address book at the same time). When you want to send e-mail to everybody in the group, just use the group name from the address book instead of entering each name individually every time you send them a message.

**Import names from other address books**

Moving forward with Internet Mail doesn't mean leaving all of your old address book information behind. You can import all of your contacts from other mail address books. You can import your Microsoft Exchange Personal Address Book, Eudora Light Address Book, Netscape Address Book, or Microsoft Internet Mail for Windows 3.1 Address Book.



**Import and Export vCards**

Now you can import and export vCard information directly to and from your address book. Attach vCards to your e-mail messages to exchange contact information. It's like exchanging business cards over the Internet!

## Getting started with Windows Address Book

If you are new to using an address book with mail programs, or just need a general idea about how Address Book works, this topic will get you started. It is intended to give you an overview rather than specific steps or procedures. All the procedures discussed here are explained in detail elsewhere in Address Book Help.

### Getting access to your address book

There are several ways to access your address book:

- On the **File** menu of Microsoft Internet Mail or Internet News, click Address Book. Via the Address Book window, you can view, add, edit, or delete address book entries, and also use other features, such as adding and searching Directory Services, and importing and exporting [vCards](#).
- Click the **Start** button, point to **Find**, and then click **People**. You can use the Find People dialog box to search your address book or Directory Services. Or you can close the dialog box and browse through your address book.
- From a new message window, in Internet Mail or Internet News, click the **To** or **Cc** buttons. This opens a dialog box where you can select recipients from your address book. You can also add new contacts via this dialog box.

### Using Address Book within other programs

In addition to directly accessing your address book yourself, other programs can also use it:

- In Internet Mail and News, the **Check Names** command checks recipients against entries in your address book. Even if a name is not in your address book, it is checked for valid e-mail address format. This does not, however, validate that the name actually exists on the Internet, just that the syntax is correct.
- In Internet Mail and News, you can add validated e-mail addresses or a sender's e-mail address by right-clicking the name and then clicking **Add to Address Book**.
- In Internet Mail, you can import e-mail addresses from other address books.

### Retrieving e-mail addresses and adding them to your address book

There are several ways you can add e-mail addresses to your address book:

- Open the Address Book window from Internet Mail and News, and add new contacts.
- Right-click names in mail message windows and add them to your address book.
- In Internet Mail, import e-mail addresses from your Personal Address Book in Microsoft Exchange.
- In Address Book, search for names on your own Internet service provider's server or another provider's server, by using Directory Services.
- Import vCard files.

### Directory Services and LDAP

One of Address Book's advanced features is Directory Services, which enables you to gain access to e-mail addresses on your own and other Internet service providers' servers. Address Book conforms to an Internet standard, LDAP (Lightweight Directory Access Protocol), for providing that access. To use Directory Services to search for e-mail addresses, you need to:

- Set up a Directory Service for each Internet service provider's server you want to search. These are set through the **Directory Service** command on the **File** menu in Address Book.
- Specify what you are searching for. This is done through either the **Find** command on the **Edit** menu in Address Book, or the **Find** button on the toolbar or in the Select Recipients dialog box (when you click the **To** or **Cc** buttons in a new message window in Internet Mail and News). If you do not specify enough information in your query, then the server can not return any results because the number of "hits" is too large, or there might be more hits than can be sent to your computer.

There are several differences between searching for names in your address book and searching a Directory Service:

- You can view the entire contents of your address book. However, you cannot scroll or view the entire contents of a Directory Service. You can only view the results of a Directory Service Search, which might be limited to a specific number by the server you are searching, or by the maximum number of entries to return that you set in the advanced directory services properties

Lightweight Directory Access Protocol. The Internet-standard protocol for exchanging information between a provider's server and an individual computer in order to query and retrieve e-mail address information from the server.

