Chapter 4   The Address Book

The "Address Book" is a program within a program. It can be the backbone of your e-mail system. Once created it can be your access to the world of every person in your life that has Internet access or uses e-mail. It is becoming as common place as the telephone. Once you create it, guard it with your life. Keep more than one copy . . . back it up often as you will be updating it constantly.

Because the Address Book is actually a separate but connected program there are a number of ways to access it. You may want to work with it at different times and for different reasons other than just sending an e-mail message. You can set it as an Icon on your desk top so that you can start with your Address Book . . . or from your inbox to start a new message. . . or from a new message itself when you are looking for the address in order to insert it into a message your have created.

The Address Book will allow you to send your message to just one recipient or a whole list or gang of recipients at just one sending. You can set it up for just family members. . . special friends with a common interest. . .your club list. . . or a business list for soliciting or sales. Yes, this is where all that "SPAM" comes from. This ability can be abused because of its simplicity but mostly because it is FREE.

There is an e-mail directory on the Internet like the phone book where you can look up a person's e-mail address from their name. It is a huge database much larger than the phone book.
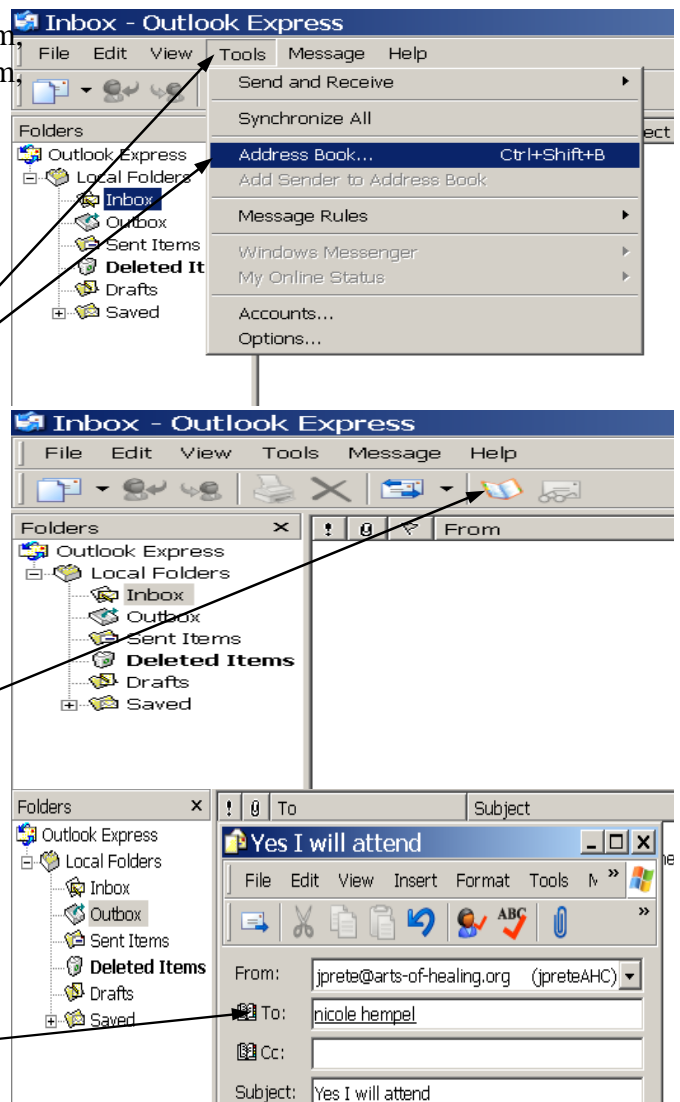
Directory Sites: switchboard.com, peopledata.com, whitepages.com, infospace.com, people.yahoo.com, whowhere.com, theultimates.com

You can access your Address Book from the following situations:

From the "Tools" on your menu bar

From the Icon on your Icon Bar

From the "Heading" of your e-mail message

Here is one of the several views of an open Windows Address Book when you click on the Icon to open maximized to fit the whole screen displaying "details." In the "views" menu you can choose to show only the "list" and sort in in many ways, You can sort by:
Name
e.mail address
Phone
First Name
Last Name
Alphabetically Ascending or Descending
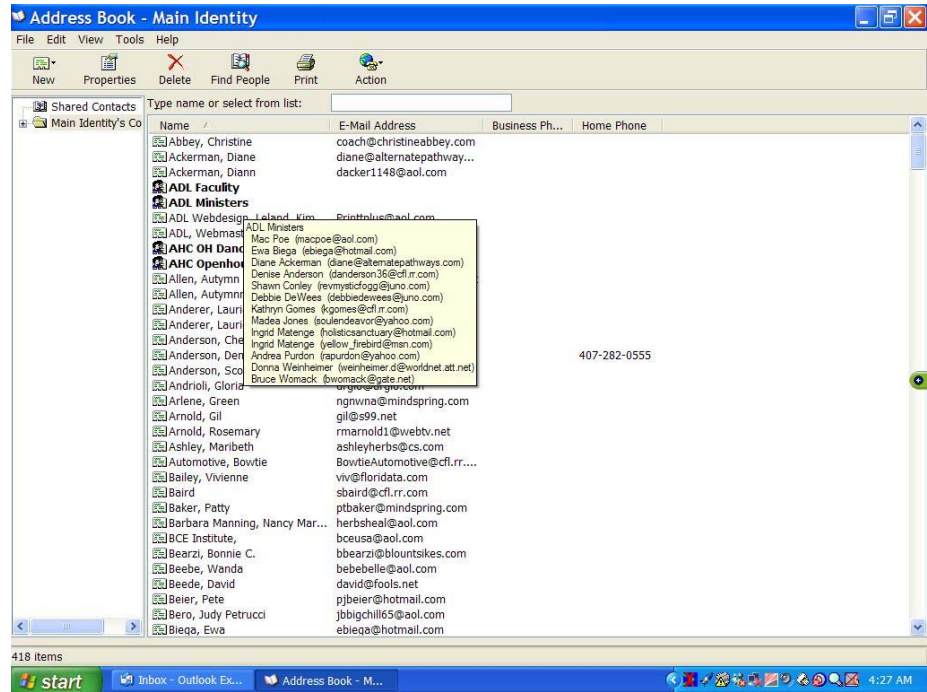
To add a new person to your Address Book click on the "New" icon and choose "New Contact."

This will open a new window that allows you to record a large amount of information about your new entry. The Windows Address Book is a complete client contact database. You do not have to use its complete facility. You may want to use it only for e-mail address for addressing your e-mail.

As a minimum, it is important to complete the name boxes and the e-mail address box. If you include more than one e-mail address it will show only one as a default address.

Do not check the plain text box unless your recipient has a very old computer and cannot read the "html language" (All the graphics, photos, etc)

After filling in the e-mail address box click on "add" button to the right. Complete your record by clicking "OK" at the bottom. You can edit or make changes in to this "contact" by choosing "Properties" from the Icon bar when displaying your list of contacts and the one you want to edit is highlighted.

Browse through the features. It surely will arouse

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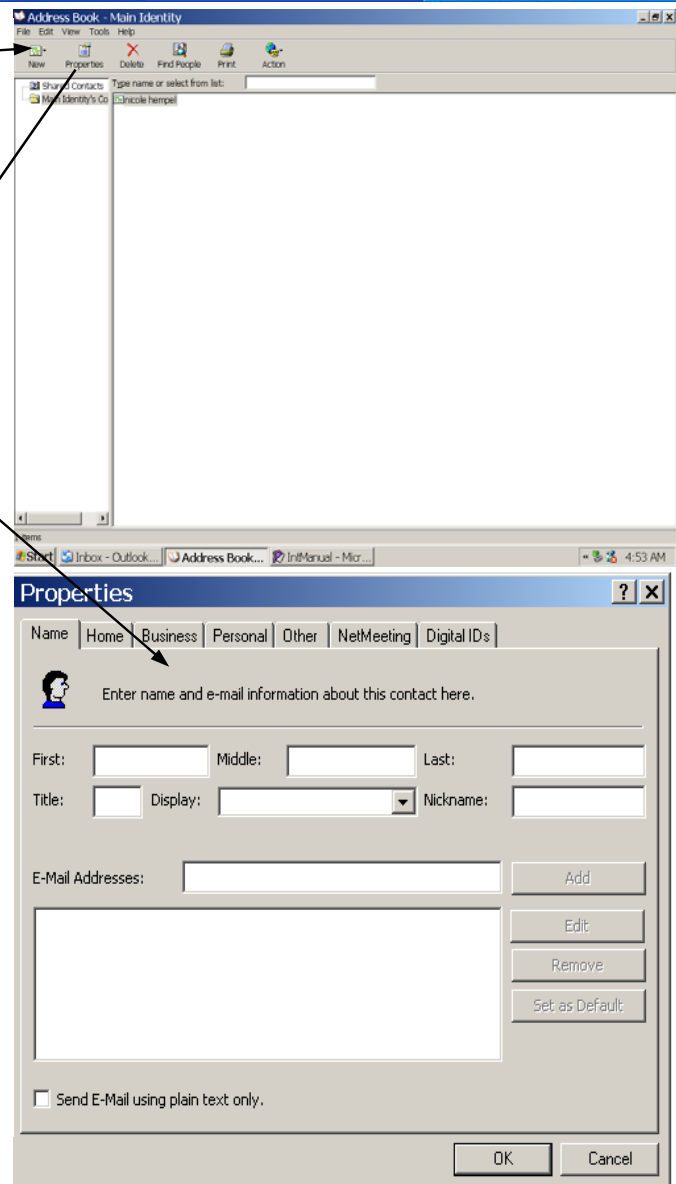
Sending Group e-mails

It is very popular to send the same message to more than one recipient at one time. You may have a group of "best friends" or "family" that you want to notify of some event. You do not have to send each one a message. You can send one message and the whole group will receive the same message.

You must create this group in your address book and store it there. When sending to the group you will select the group from you address book into the "To:" or recipient box of your message. Each person in the group will be listed in the box and each person will also be listed as recipients on the message you send.

You can avoid sending your list of your group members on your message by listing them in the BCC. (Blind Carbon Copy) box instead of the "To:" box when selecting your recipient from the address book.

To create your "Group" you must first give it a name. After typing in the name click on "Select Members." The new window will be a complete list of all the persons in your Address Book. Click on the person you want in the list. (must be highlighted) Either drag it into the "Members" box to the right or use the select button to put that person in the "Members" box.

If you delete or make any change in your address book it will automatically make the same change to members in your group.

You can highlight more than one recipient at a time from your address book by holding down your "Ctrl" key as you click on each recipient as you scroll down your address book searching for the ones you want to add.

This method of "Group" mailing is often abused by persons forwarding messages. Many e-mail enthusiasts promiscuously forward messages without cleaning them up or recreating the message to contain only what is important. Keep your self respect, send out only clean messages, not a lot of truly "junk" e-mail.

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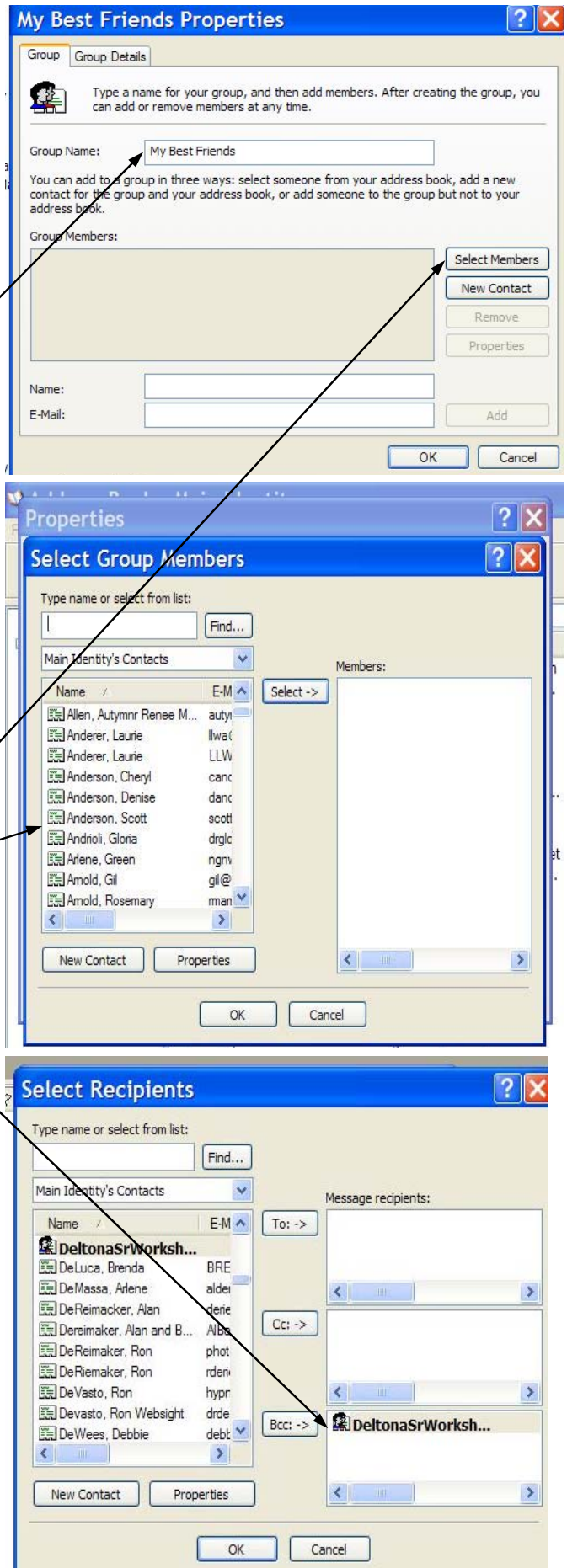
The Address Book Help is an important learning tool. From your address book main window at the top menu bar is the word "Help." Click on it and view the list in the "Contents" tab. By clicking on each item in the list it will display in the right window a detailed description of each subject. Do not overlook going through each item. If you are confused or have any questions on what you learn here, write them down and lets discuss it in the workshop.

Your address book that comes with Outlook Express is an important tool that can be used with many other programs in your computer. You can import and export your personal address books to and from numerous other popular programs including Microsoft Exchange, Eudora Light and Eudora Pro, Netscape Communicator, Microsoft Internet Mail for Windows 3.1, and any Mail merge program that exports text files with comma-separated values (CSV). You can also use your address book files with either Microsoft Exchange or any other program that imports files in CSV format.

You should also periodically save a copy of your address book on disk or in your "My Documents" folder for save keeping . . . or you may want to copy it to another computer should you buy a new one. This address book is part of backing up your documents on your computer.

If you back up your computer regularly and you should, keep a copy of your address book file in your MyDocuments folder. This will do the backup job if you regularly back up your MyDocuments folder. See chapter on Back Up.