

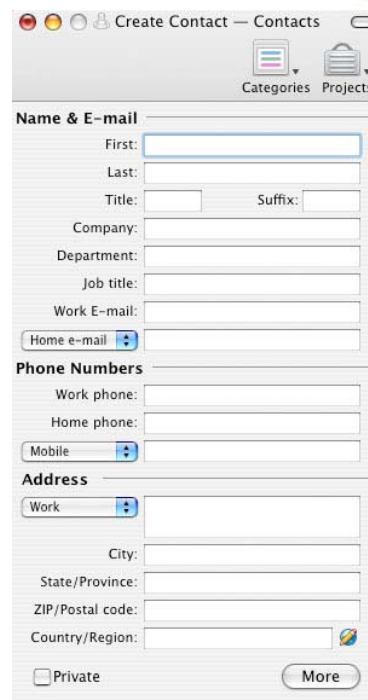
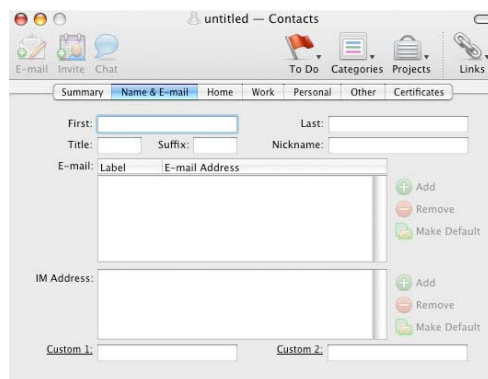
Entourage Address Books & Contacts

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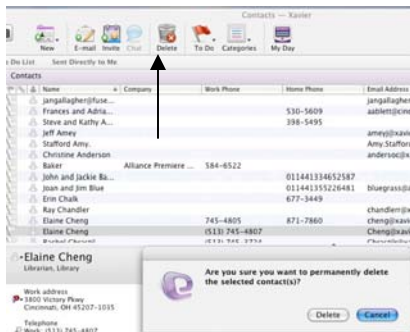
Adding Contacts—Creating a New Contact

1. Select the Address Book in the tool bar.
2. Click on the arrow beside the new button and select Contact.
3. Enter the information that you want to include for the contact.
4. You can store multiple phone numbers underneath the **Mobile phone** field. Each time you select an option from the drop-down list and type in a phone number, it saves the phone number for that selection. To display the phone numbers once they have been entered, select the desired phone number type from the drop-down list.
5. Under **Home e-mail** you can add other e-mail and an instant message address.
6. You can choose the address to be work or home.
7. You can select the contact to be marked as private.
8. If you click the **More** button, you are taken to a second screen to add more information.
9. You can add nicknames for the contact and IM addresses and custom fields.
10. You can then choose what email and name to show as the default for this contact.
11. To save the contact information, click on the red button on the top left hand side.



Deleting a Contact

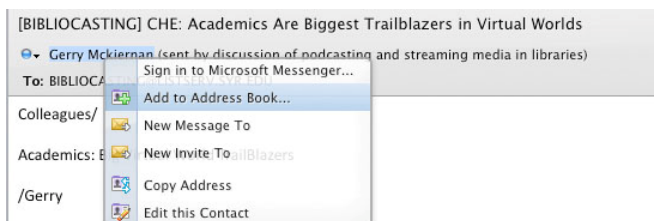
1. Select the contact or contacts that you want to delete.
2. Click on the Delete icon in the toolbar at the top to delete the contacts you have selected.
3. You will then be asked if you are sure you want to permanently delete the selected contact(s)?
4. Click Delete.



Adding Contacts from an Email Message

To add a contact from an email message:

1. Click on the email to open up the email message.
2. Move the cursor to the name of the person that you would like to add to your contacts.
3. Press the control key and click on the mouse.



4. The person's name is then highlighted and you are given several choices.
5. Click on **Add to Address Book**
6. The contact box for that person appears with a display name and email address. You can add more information if you wish to.
7. Click the red button on the top left to add this person to your con-

Sorting Contacts

1. Click any **column header** to sort by that header title. A small triangle to the right of the column name indicates that the list has been sorted by that column.
2. An upward arrow indicates that the list is sorted in alphabetical order from A to Z, while a downward arrow indicates that it is sorted



Searching for Contacts

1. Select the address book that your contact is in.
2. Type the contact name in the box marked Filter next to the Name Contains drop down menu on the top right hand side.
3. In addition to searching by name, you can search by Company, Cate-

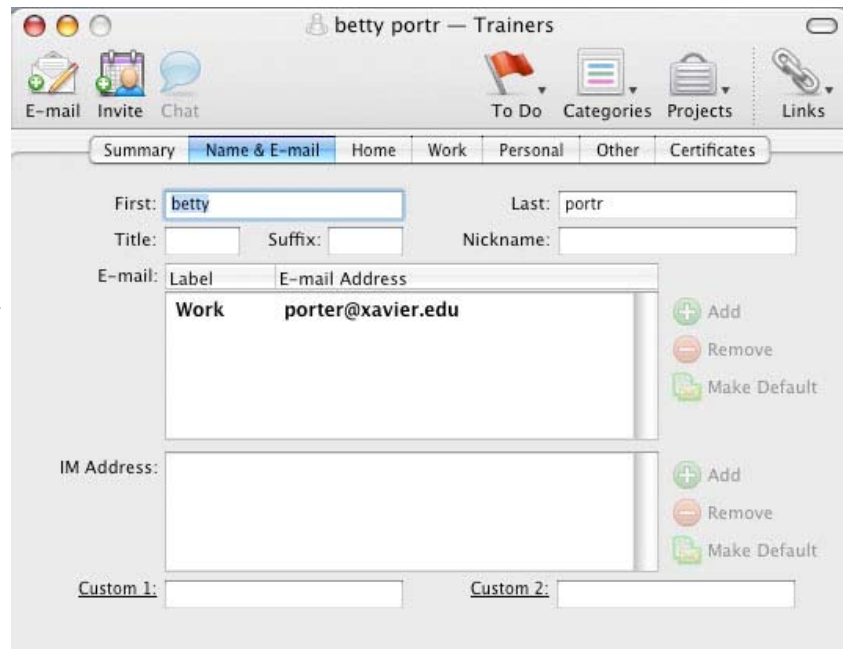
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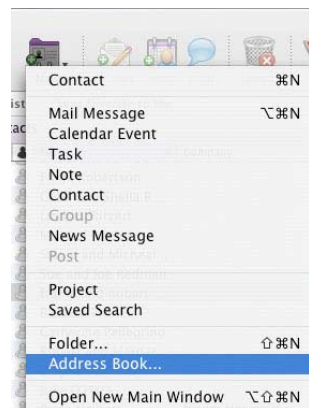
Editing Contacts

1. Double click on the contact name in the address book.
2. The contact information summary box appears.
3. Click on any of the tabs to change the information.
4. The **Name & Email** tab allows you to change name, email, and IM address.
5. The **Home** tab allows you to change home address, telephone number and web page.
6. The **Work** tab allows you to change Company and work address, telephone number and webpage.
7. The **Personal** tab allows you to change such personal information as age, birthday, anniversary, spouse, interests, children, and even Astrology Sign.
8. The **Other** tab allows you to change notes.
9. The **Certificate** tab allows you to import encryption certificates to send encrypted messages to this contact.
10. Click the red button on the top left to save your edited information.



Creating a new Address Book

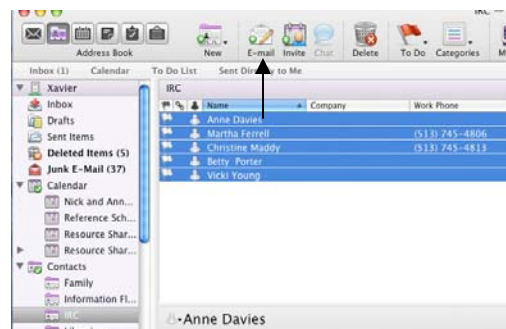
1. Select the Address Book icon at the top of the page.
2. Click on Contacts.
3. Click the down arrow beside the new button.
4. Select new Address Book.
5. Give your Address Book a name, make sure that contacts is highlighted, and then click OK
6. An Address Book serves as a distribution list.



Sending a Message from an Address Book

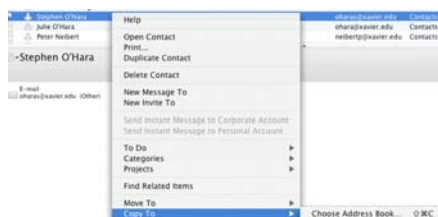
To send a message to recipients in a particular address book.

1. Click on the relevant address book in the navigation pane.
2. The names will appear on the screen to the right of the navigation pane.
3. Highlight the names that you wish to send a message to. You can use the shift and control keys to highlight all the names at once.
4. Click on the email icon above the names to send a new message to those recipients.



Adding Contacts to a new Address Book

1. Click on the address book in the navigation pane that contains the contact (s) you want to move to your new address book.
2. You can use the apple key to select more than one contact.
3. Then click on the control key, click the mouse, and select copy to, then select address book.
4. Contact (s) will be copied to the address book that you select.



Adding Contacts to a Mail Message

1. Select Mail mode.
2. Click on new message.
3. In the drop down menu to the right of the **To** box, choose your address book.