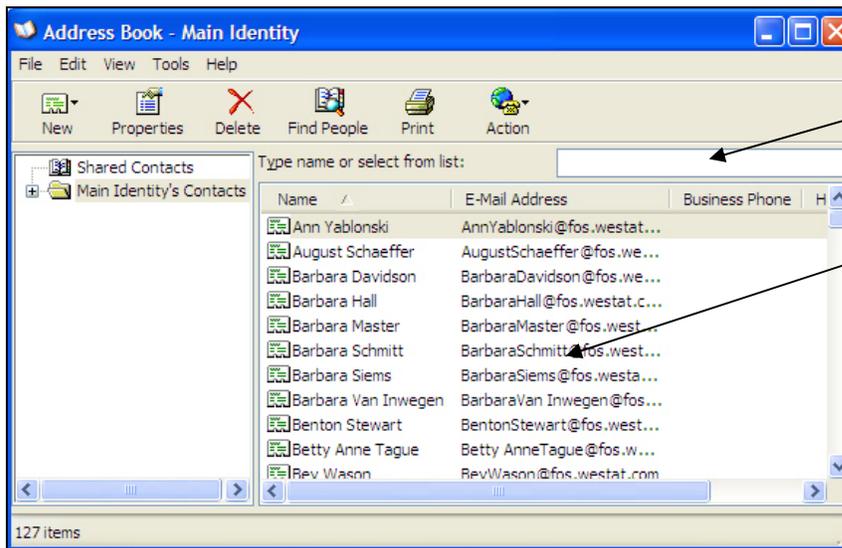


3.4 Address Book – Adding Contacts and Using Contacts



Outlook Express is set up with the address book already containing NAEP field staff and home office staff names. As previously described, you can use the “To:” or “Cc:” buttons to access the address book and insert recipients into a new, forwarded or reply message.

At times you may want to go directly to the address book to add or delete names, or to update information for existing names. To do so, click on the ‘Addresses’ icon and a screen similar to the following will appear (your list will be shorter or longer, depending on how many Westat staff you interact with using email).



Type name here
or
Click on name in
the list to select.

One of the nice features of OE is that you can add a large amount of business and personal information such as phone number, home/work addresses, fax number, and other relevant data to each basic address book entry (name and email address). This allows your address book to also function as a “contacts” list, which can be used as a quick reference for a phone number or other information.

- To add someone to the address book list, click on the **New** icon and select **New Contact**. OE will then prompt you to fill in the appropriate information.
- To delete an entry you click once on the name (highlighting it) and then click on the Delete icon.
- To view or update information for an entry you click once on a person’s name (highlighting the name) and then click on the **Properties** icon.

OE allows you to enter a new address recipient (contact) in several places:

In the OE window

- Select **File, New**, then **Contact**; OR
- Choose **Tools, Address Book**, then **New**, then **New Contact**; OR
- Click on the **Addresses** icon, then select **New**, then **New Contact**.

Within the Message window

- Select **Tools, Address Book**, then **New**, then **New Contact**.

Within the Address Book window

- Select **New**, then **New Contact**.

Please note that the format of the names and email addresses that you see in your computer may not be exactly the same as the examples in this document.

3.5 Address Book – Adding Groups and Using Groups

You can create personal groups of addresses from your address book by:

- Clicking on the 'Tools' menu, 'Address Book' and choosing 'New', then 'New Group'.
- Clicking directly on the 'Addresses' icon, then select 'File', 'New Group'
- Clicking directly on the 'Addresses' icon, then click on the 'New' icon, then select 'New Group'.

The following Properties screen will appear:

This tab allows you to enter optional address, phone, fax and comments information.

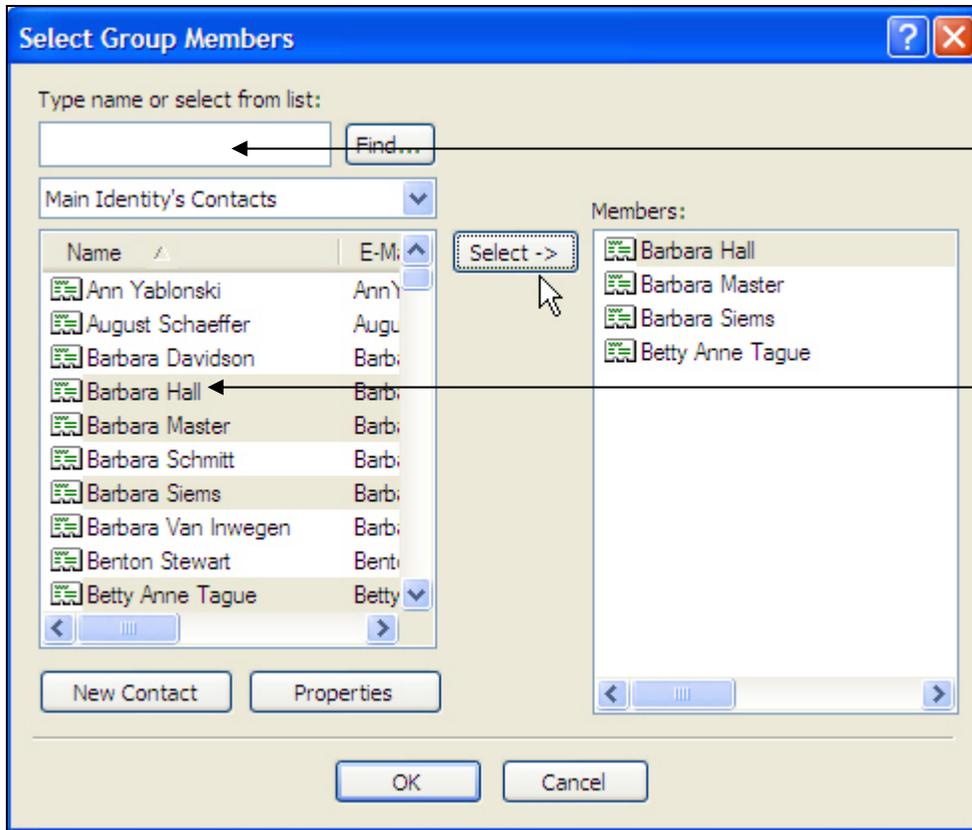
Type the group name of your choice here.

Click here to select members from your address book. You can also add a new address listing (contact) by clicking new contact.

When you click on the 'Select Members' button, the Select Group Members screen will appear (see next page). Click on the member's name, then on 'Select' to add one name at a time to the group list. You can also double-click on the name or use the Windows 'Shift' or 'Ctrl' keys to make multiple selections at one time.

When finished, click on 'OK' to accept. You can create as many group lists as desired.

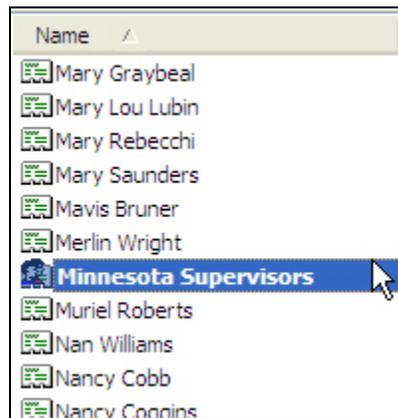
If you ever change your mind, you can delete a name from the Members list by highlighting the name and pressing 'Delete'. You can also delete a name from the list while in the "Group" screen by clicking on the name and then clicking on 'Remove'. Click 'OK' when the list is complete.



You can search for a name (first name then last name) by typing it here.

Select names then click on "Select" to move them to the list.

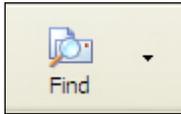
You can modify a group list at any time by returning to the Address book and double-clicking on the group name.



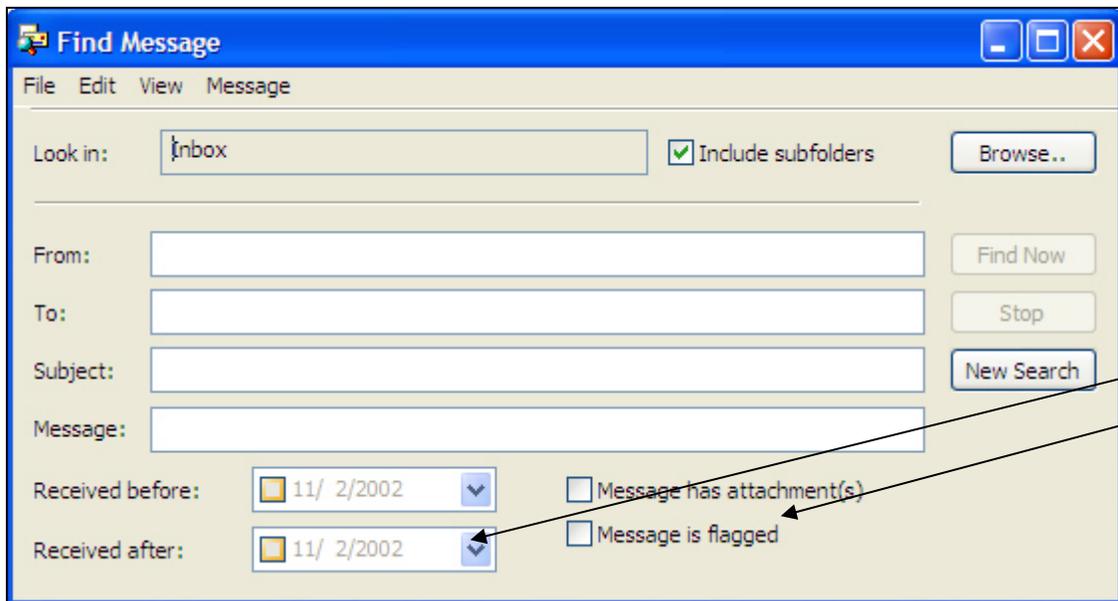
3.5.1 Using Group Addresses to Save Time

Group Addresses save time if you find yourself constantly sending messages to a group of people. For example, if a Supervisor sends a report to all the ACs in the region three times a week, creating an Address Group of ACs for that region means the Supervisor only needs to select 1 e-mail address instead of five or six.

3.6 Searching for Specific Messages



If you are trying to find a specific message or messages about a specific topic then using the 'Find' feature will save you a good deal of time over searching each message. You can also search specific folders, who sent it, words in the subject or words in the message itself, for messages received before or after a certain date, by flag, and by whether the message has an attachment.



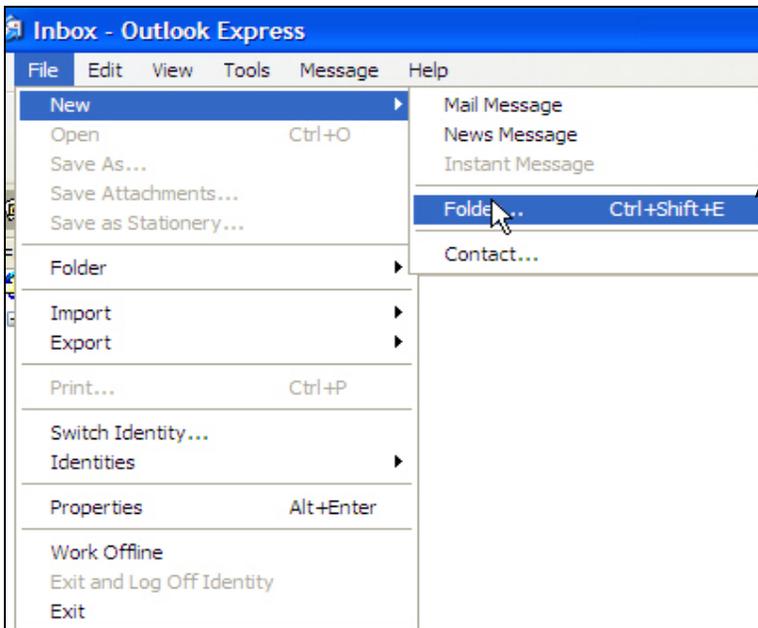
You can combine any of these selections with your search criteria.

Click on "Find Now" and OE will search for all messages meeting your criteria, then list them below the Find Message window. To view a message, simply double-click on it.

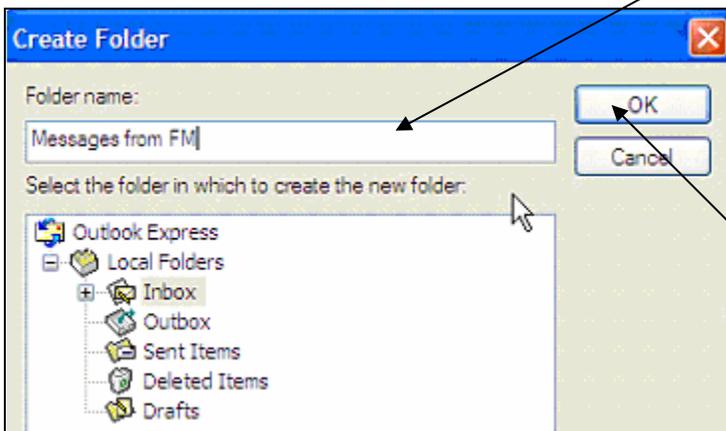
3.7 Creating Folders

Creating your own folders allows you to organize your email messages. You can **add a new folder** at any time by clicking on the folder under which you want the new folder (a subfolder) to be shown. Messages can be moved from one folder to another by dragging and dropping with the mouse.

As an illustration, we will create a folder called "Messages from FM". Since we want it to be under the Inbox folder, we begin by clicking on the Inbox folder. Then, choose **File** (menu item), **New**, and **Folder**, as shown below.

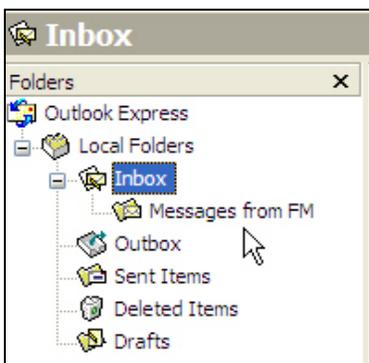


Click on File, New, Folder to begin the process.



Type name of new folder here. You may use spaces and upper/lower case letters.

When done naming the folder click on "OK" to create the folder.



The new folder appears in the list under Inbox.

3.7.1 Viewing Folders Besides the Inbox

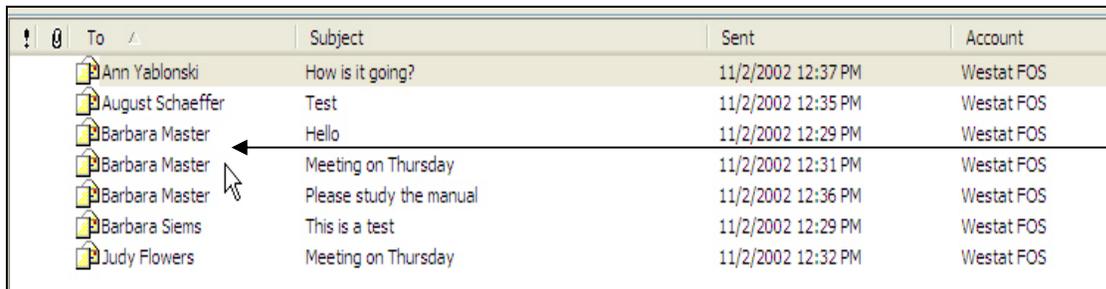
Click once on the folder name to change to the folder and see a list of messages in it. If a folder has a '+' sign next to it means there are sub folders. Click on the plus sign to show the subfolders. When a folder is expanded to show subfolders it will have a '-' sign next to it. Click on the minus sign to hide the subfolders.

3.7.2 Moving Messages Between Folders

You can move a message from one folder to another by clicking on the message and dragging it to the new location.

3.7.3 Sorting Messages in a Folder

In any of the folders – **Inbox**, **Outbox**, **Sent Items**, **Deleted Items** and **Drafts** - you can sort the messages to appear in an order you would like. The default is that the newest message always appears on the top. As an illustration, suppose you want to see all messages you sent to Barbara Master. Click on **Sent Items** (to highlight it) then click on **'To'** in order to sort the messages by recipient.



!	To	Subject	Sent	Account
	Ann Yablonski	How is it going?	11/2/2002 12:37 PM	Westat FOS
	August Schaeffer	Test	11/2/2002 12:35 PM	Westat FOS
	Barbara Master	Hello	11/2/2002 12:29 PM	Westat FOS
	Barbara Master	Meeting on Thursday	11/2/2002 12:31 PM	Westat FOS
	Barbara Master	Please study the manual	11/2/2002 12:36 PM	Westat FOS
	Barbara Siems	This is a test	11/2/2002 12:29 PM	Westat FOS
	Judy Flowers	Meeting on Thursday	11/2/2002 12:32 PM	Westat FOS

All messages to Barbara Master appear together.

The messages will appear alphabetically by sender. If you want to reverse the order click on **To** again. You can now scroll down to view the messages you sent to a particular person, which will now all be grouped together. The field by which messages have been sorted contains an arrow pointing up or down to indicate the direction of the sort order.

You can sort your messages by any of the fields from the list of messages displayed. For example, in the **Inbox**, you can sort by the **!** field, which sorts according to priority that the message was sent, the **Paper Clip** sign field if you want to easily find messages that had attachments, the **Flag** sign field, which sorts by whether the messages have been flagged, the **From** field which sorts by the senders' names, the **Subject** field, which sorts alphabetically by subject title, and the **Received** field which sorts by date the messages were received (default).