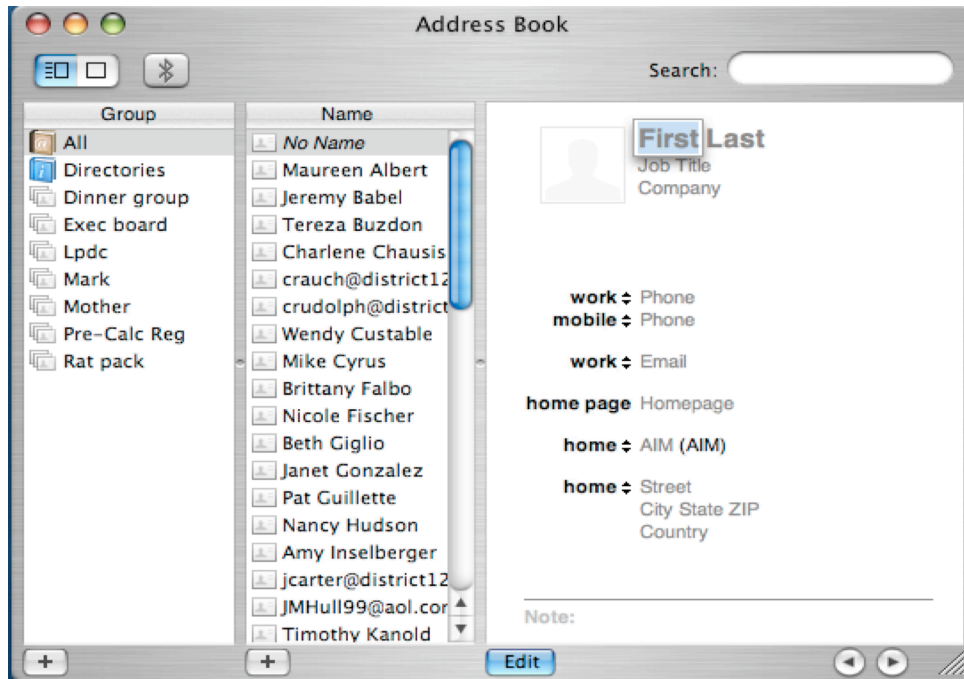


# ADDRESS BOOK

The OSX Address Book application provides a convenient storage place for all your contacts in the industry standard “vcard” format, which means you can send your vcard to others or have them email theirs to you!

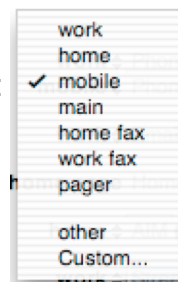
## WHAT IS A VCARD?

A vcard is an information profile card that can contain home & work phone numbers, home & work email address, home web page, and your address. To add a new address (vcard) click the+ sign at the bottom of the **Names column**.



When a new blank vcard appears, type in the person’s first name, then fill in the other fields. You can use your tab key to move from field to field. Click on any double arrows to get different pop-up menus for different categories to select .

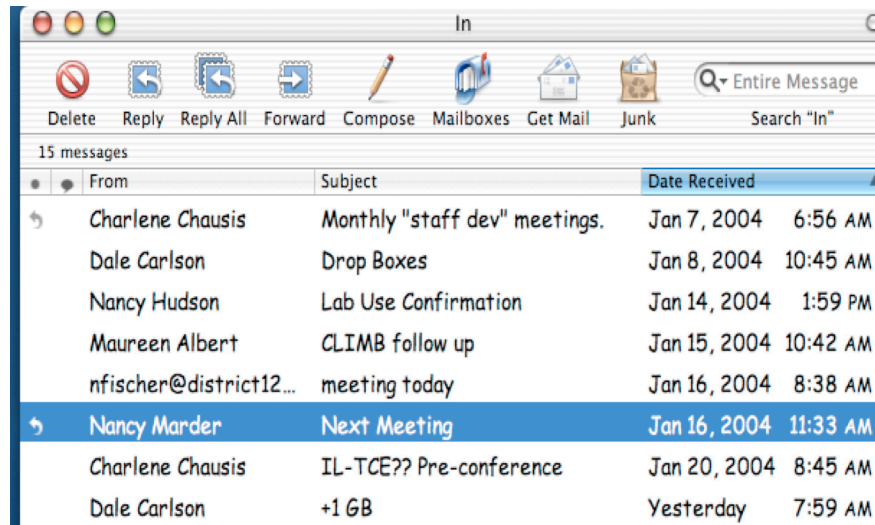
Example of a pop up menu from the mobile phone field:



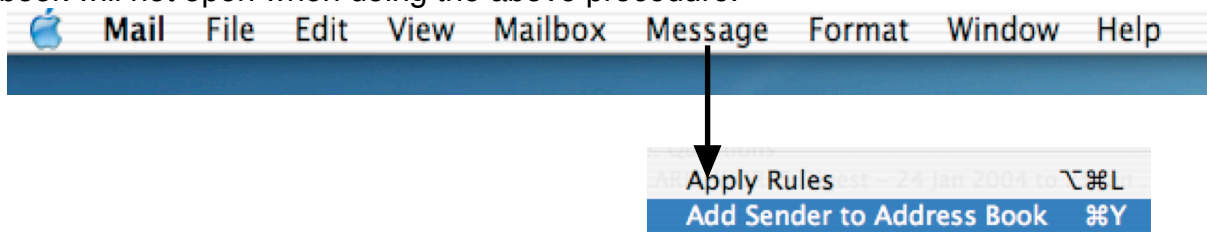
**Note:** If you fill in the home web page information you will be able to double click on the URL and directly link to the website. In addition, if you double click on the home address, Mapquest will launch in your Internet browser and display a map of how to get to the address. Also, if you know a person’s AIM (AOL Instant Messenger) identity, enter it in and iChat will launch so that you can send instant messages to your contact.

## ADDING ADDRESSES FROM YOUR IN BOX

1) In the **Mail** program, either select an email in your **IN BOX** list, or open an email message.

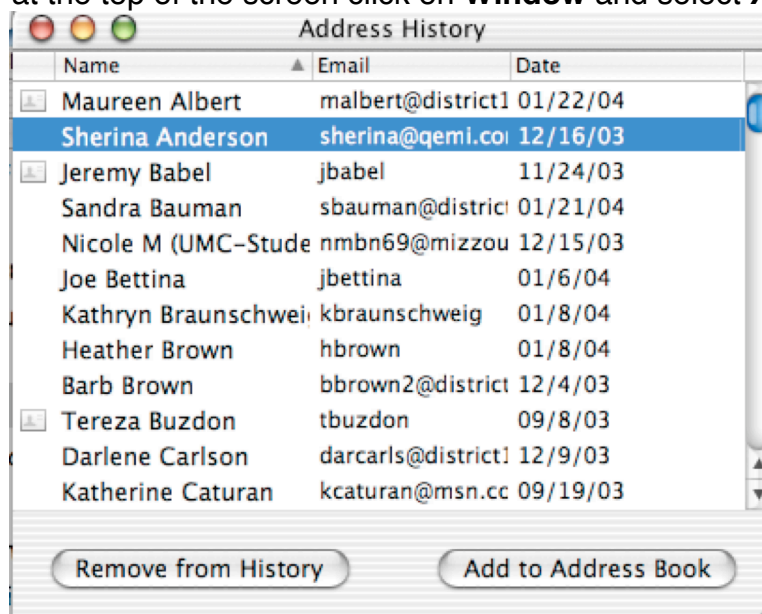


2) At the top of your screen click on **Message** and select **Add to Sender To Address Book**. The sender's address you selected from step one will now be in your address book. NOTE: The address book will not open when doing the above procedure.



## ADDING ADDRESSES FROM YOUR SENT ADDRESS HISTORY

1) In the Mail program, at the top of the screen click on **Window** and select **Address History**.




2) To select someone's name just click once on the name (*the name will become highlighted*).

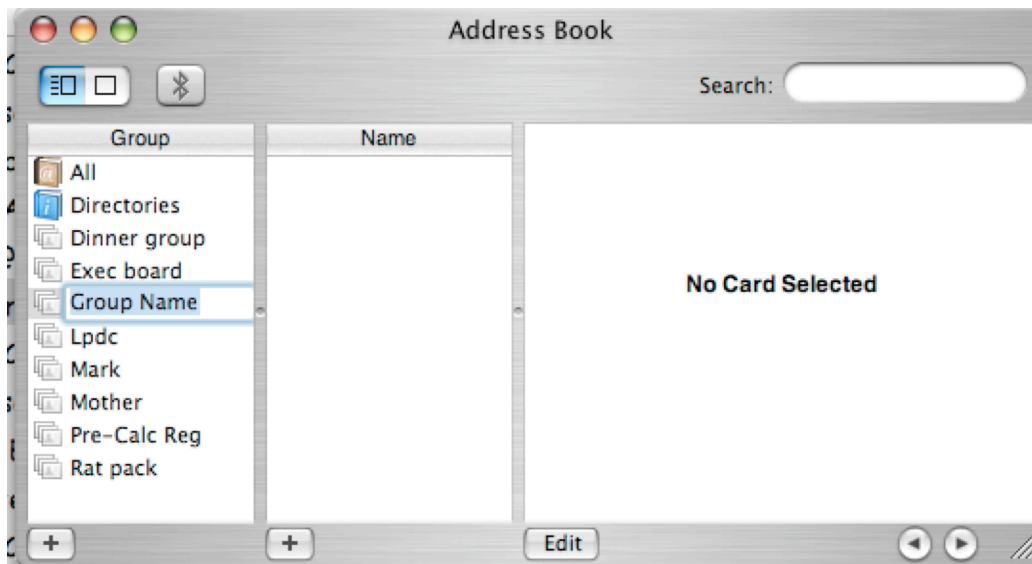
3) Next click on the **Add to Address Book**. You have now added an address to your address book from your sent list. **Wahoo!!**

NOTE: If you scroll down to the bottom of the Address History window you will see all the people you have emailed but whose actual names are not shown. This is because you never created a vcard in your address book for those individuals. So, if you select one of these addresses, in your address book in the *Name column* the person's name will appear as a <No Name>. To change this <No Name> to an actual person's name simply click on <No Name> vcard, then the *Edit* button in the *Card panel* then you can create a vcard for the person's name in your address book.



## CREATING GROUPS IN YOUR ADDRESS BOOK

1) Open your address book and make sure all three columns are shown. If you only see the Card panel (one column), select the View Card & column icon  to see the three column view.

2) Under the **Group** column click the **+** sign. A *Group Name* will appear in the **Group column**. Select **Group Name** and type in your new name for the group.



3) *Entering names for your group*: If the person does not already exist in your address book, **first go to the *Name column***, click the **+** and complete the vcard for the individual. However, if the individuals already exist in your address book, in the same column where you added your new group name, select the **All** in the group column. This **All** group contains all the individuals who are in your address book, whether they are in a group or not.

Select the **All** group then drag an existing address  (vcard) that appears in your **Name column** and drop the vcard  into the new Group you have created.

NOTE: You can put the same person in any number of groups because each group contains aliases to the one vcard created in the **All** group.