

Using Outlook Contacts

Convert your personal address book to a Contacts Folder

In Microsoft Office Outlook 2007, you can no longer create new Personal Address Books. However, you can import old Personal Address Books and convert them to Outlook Contacts, which can be displayed in the Outlook Address Book.

Where are my Personal Address Books stored?

A **Personal Address Book**, which has a .pab file extension, in Windows XP, is stored in:

C:\Documents and Settings\yourusername \Local Settings\Application Data\Microsoft\Outlook

- If you don't see the Local Settings or Local folders, they may be hidden.
 - Click the **Start** button, and then click **Control Panel**.
 - Click **Folder Options**.
 - Click the **View** tab, and then click the **Show hidden files and folders** option.

Convert a Personal Address Book into a Contacts folder


1. On the **File** menu, click **Import and Export**.
2. Under **Choose an action to perform**, click **Import from another program or file**, and then click **Next**.
3. Under **Select file type to import from**, click **Personal Address Book**
4. Under **File to import**, browse to the folder where the .pab is located, click it, and then click **OK**.
5. Under **Options**, choose how you want to handle duplicate contacts, and then click **Next**.
6. Under **Select destination folder**, click **Contacts** or a subfolder under **Contacts**.
7. Click **Finish**.

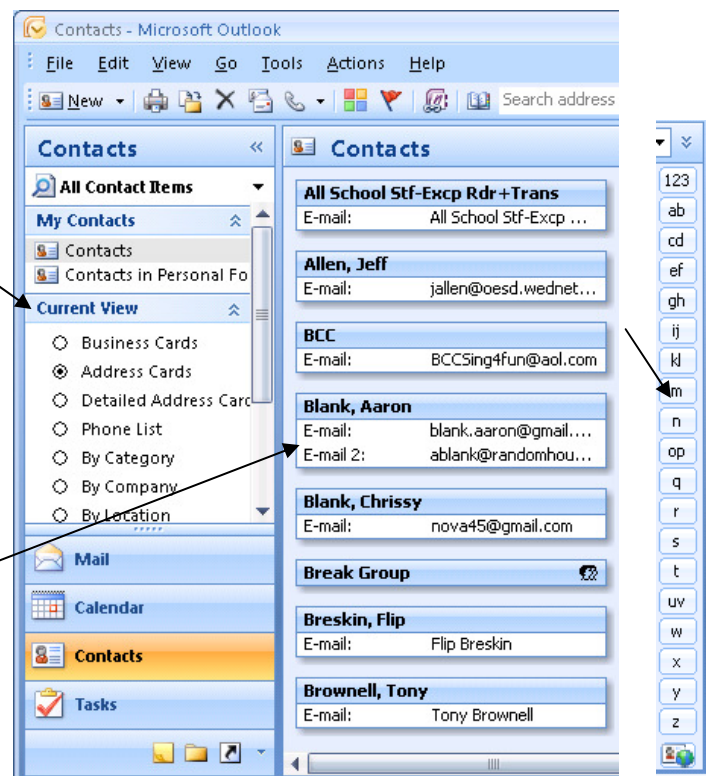
Working with Contacts

Contacts can be viewed in different ways using the **Navigation Pane**

- Click a radio button to change the **Current View**
- Click a letter in the far right column to quickly move to names beginning with that letter

In **Contacts** you can easily add information to an entry

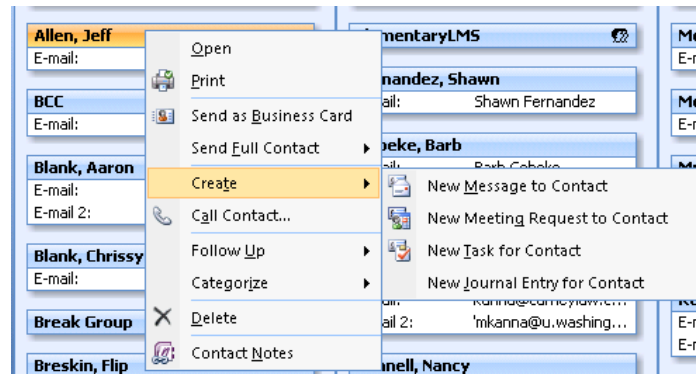
- An entry can have more than one email address
- You can create a distribution list of contacts to receive group emails
- A distribution list is indicated by 
- Right click on an entry to make changes



Options for Contacts

Right click an entry for options that include:

- **Open** allows you to add to or change information
- With **Create** you can immediately send the contact a message or meeting request
- You can add a **Follow Up flag** or a **Category color**

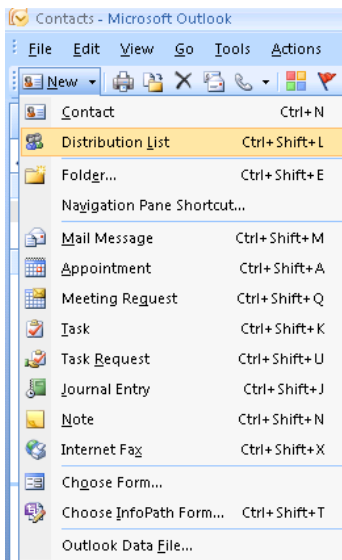
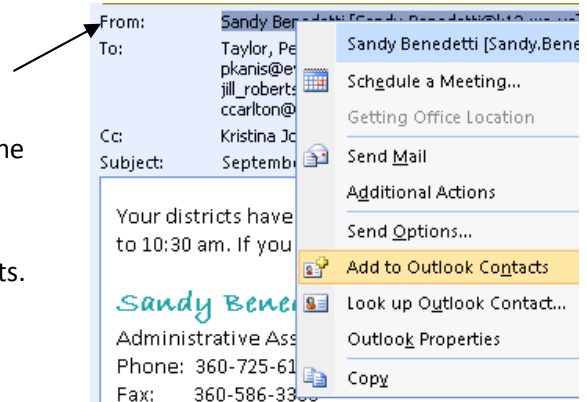


Add a new contact from email

To quickly add the name of a sender to your **Contacts**:

- In an open message, right-click the name that appears on the **From** line, and then click **Add to Outlook Contacts** on the shortcut menu.

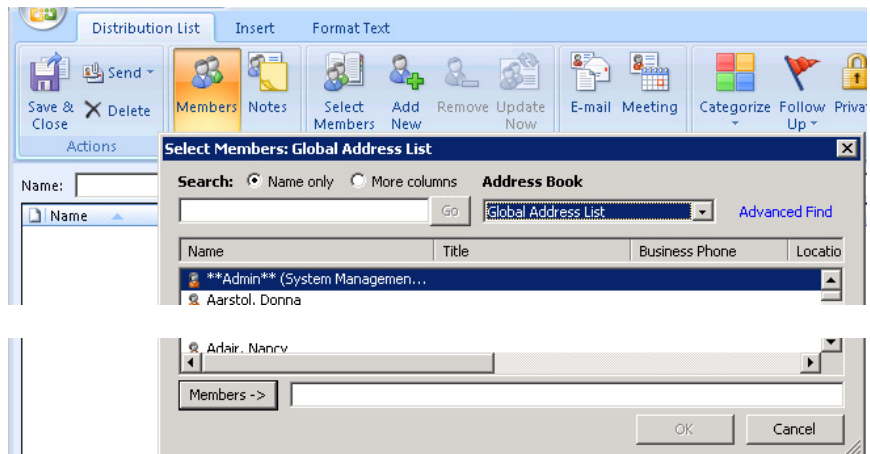
This adds the person's name and e-mail address to your contacts.



Create a distribution list

Create a distribution list by using names in the Address Book

1. On the **File** menu, point to **New**, and then click **Distribution List**.
2. In the **Name** box, type a name.
3. On the **Distribution List** tab, click **Select Members**.
4. In the **Address Book** drop-down list, click the address book that




contains the e-mail addresses you want in your distribution list.


5. In the **Search** box, type a name that you want to include. In the list below, click the name, and then click **Members**. Do this for each person whom you want to add to the distribution list, and then click **OK**.

The distribution list is saved in your **Contacts** folder by the name that you give it.

Create a distribution list by copying names from an e-mail message

1. In the e-mail message, select the names in the **To** or **Cc** box.
2. Right-click your selection, and then click **Copy** on the shortcut menu.
3. Click the **Microsoft Office Button**,  and under **Create New Outlook Item**, click **Distribution list**.
4. On the **Distribution List** tab, in the **Members** group, click **Select Members**.
5. At the bottom of the **Select Members** dialog box, in the **Members** box, right-click and then click **Paste** on the shortcut menu.
Note: A member does not need to be in your **Address Book** in order to be added to the distribution list. The member's name and e-mail address will be included when you copy and paste from the original e-mail message.
6. Click **OK**.
7. In the **Name** box, type a name for the distribution list.
8. On the **Distribution List** tab, in the **Actions** group, click **Save & Close**.

Add or delete a name in a distribution list

1. In your **Contacts** folder, open the distribution list.
Note: In list views, distribution lists are marked with .
2. Do one or more of the following:
 - **Add an address from an address book or a contacts folder**
 1. On the **Distribution List** tab, click **Select Members**.
 2. In the **Address Book** drop-down list, click the address book that contains the e-mail addresses you want in your distribution list.
 3. In the **Search** box, type a name you want to include.
 4. In the **Name** list, click the name, and then click **Members**. Do this for each person whom you want to add to the distribution list, and then click **OK**.
 - **Add an address that is not in a contacts folder or an address book**
 1. On the **Distribution List** tab, click **Add New**.
 2. Type the information for the e-mail address, and then click **OK**.
 - **Delete a name**
 - Click the name, and then click **Remove**.

Show the names in a distribution list

If you want to check the members in a distribution list before you send a message, you can do the following:

1. In a new message, click **To**.
2. In the **Address Book** drop-down list, click the address book that contains the distribution list that you want information about.
3. In the **Search** box, type the name of the distribution list.
4. In the **Name** list, right-click the distribution list, and then click **Properties** on the shortcut menu.

Tip: To quickly show the names of individuals on the list, you can click the plus sign (+) next to the name of the distribution list in the **To** box. After the list is expanded, you can delete some names to send a message or

meeting request to part of the distribution list. You cannot collapse the list again after it is expanded. Distribution lists in the **E-mail** field of a contact cannot be expanded.

Send a message to a distribution list

1. Open a new message.
2. Click **To**, and in the **Search** box, type the name of the distribution list.
3. In the **Name** list, click the name, click **To**, and then click **OK**.

Tip: You can also drag the distribution list from **Contacts** into the message.

4. Send the message.

Send a message to part of a distribution list

1. Open a new message.
2. Click **To**, and then in the **Search** box, type the name of the distribution list.
3. In the **Name** list, click the name, click **To**, and then click **OK**.
4. In the message, in the **To** box, click the plus sign (+) next to the name of the distribution list to show the individuals on the list, and then delete the names that you do not want the message sent to.


Send a meeting request to part of a distribution list

1. In a new **Meeting Request**, in the **Scheduling Assistant**, click **Add Attendees**.
2. In the **Search** box, type the name of the distribution list.
3. In the list below, click the name, and then click **Required**. Click **OK**.
4. In the **All Attendees** list, click the plus sign (+) next to the name of the distribution list to show the individuals on the list.
5. Clear the check mark next to the name of each person whom you do not want to send the meeting request to. When you switch back to the **Appointment** view, only the names that you didn't remove will appear in the **To** box.

Add a distribution list from a message to Contacts

1. Open the message that contains the distribution list.
2. In the header of the message, right-click the distribution list, and then click **Add to Outlook Contacts** on the shortcut menu.

Print a distribution list

1. Click **Contacts**.
2. Open the distribution list that you want to print.
3. Click the **Microsoft Office Button** , and then click **Print**.
4. Choose any additional printing options, and then click **OK**.