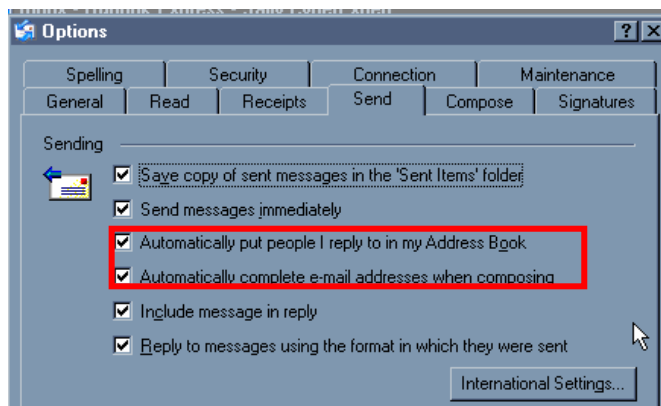
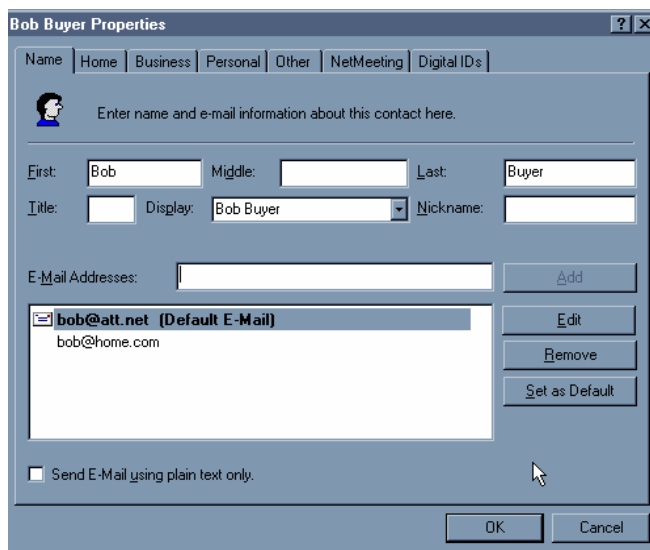


The Address book stores personal and business information for your contacts. Address book can contain individual entries or GROUPS of related individuals.

To enter a new contact
Click **NEW...**
NEW CONTACT...

Fill in the contact name and email address. *Note that a contact may have more than one email address. If so, you must choose one and click **Set as Default** so Outlook will use it as the "usual" destination.*



Advanced Tip: You can setup Outlook to automatically add new contacts to the address book when you reply to them by setting that feature in the **TOOLS, OPTIONS, SEND** menu.