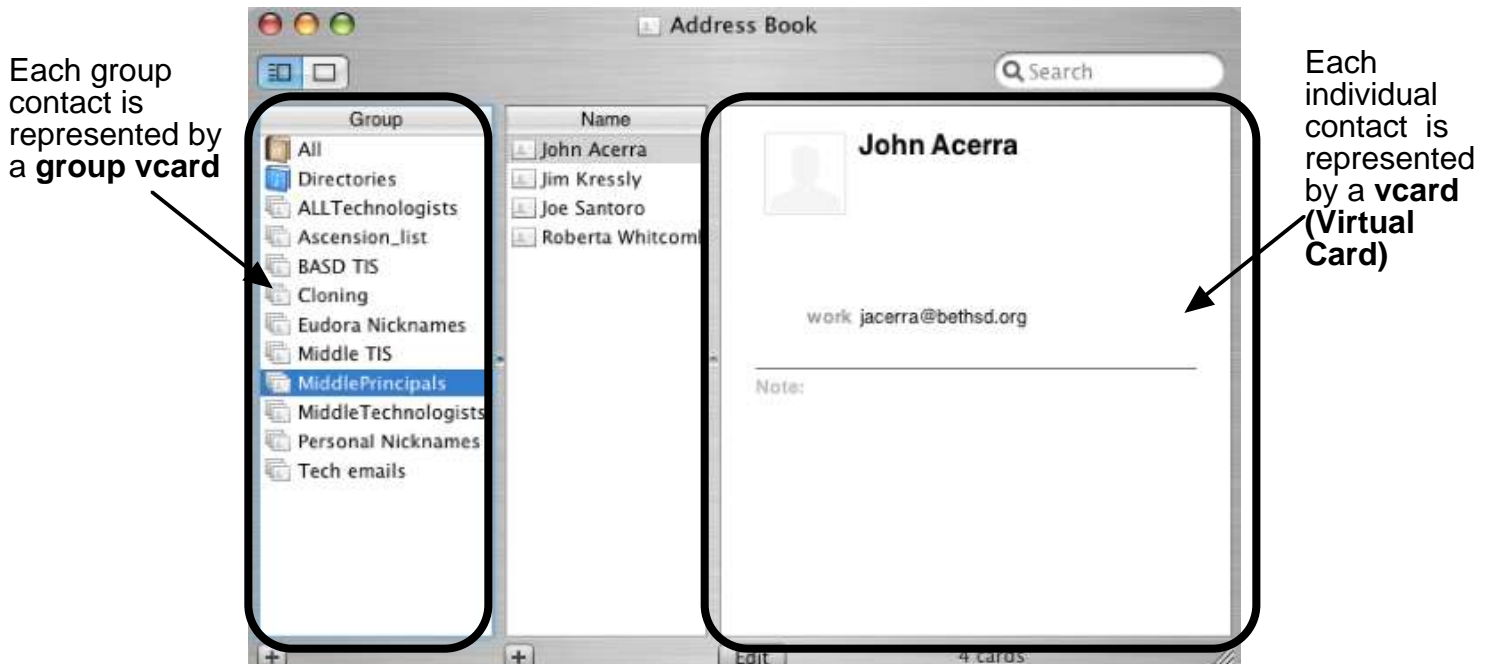


Address Book Program in Mac OS X

Use Address Book program to store email and contact information in Mac OS X. It works in tandem with Apple's Mail program. You may create Address Cards that can store contact info for individuals or groups.



Individual Email Contacts (To add a vcard)

Manually: Single click the "+" sign at the bottom of the names column

Instantly: In the Mail program, either single click or open message.

From the Message menu in the menu bar across the top, choose "Add Sender To Address Book" or press Command Y.

The address book will not open after you do this, so you need to check it.

To add someone from the History List:

In Mail, go to the window menu and choose "Address History".

Single click the name of someone whom you want to add to your Address Book, then click the button "Add to Address Book".

Group Email Contacts (To add a group vcard)

Under the group column, click the "+" sign.

Give a name to the group.

To add individuals to the group, you can do one of two things: either click "+" under name and it will be added to All group and new group that is highlighted or drag individual names to group

QUICK TIP

Hold down the command(open apple) and click on all of the names you want in the group. Let go to the command key and go to File - New Group from Selection.

Using Address Book when doing email

When creating New Message, click on Address Book in window to gain access to addresses

OR

Open Address Book with Mail program and drag vcards or group to To: or Cc: window.