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TUTORIAL:
ADDING CONTACTS TO YOUR ADDRESS BOOK
Using Outlook Express 6 in Windows XP Home Edition

STEP 1. With Outlook Express open, click on the "Addresses" button on the toolbar.

STEP 2. In the Address Book window, click on the "New" button and then click "New Contact" from the resulting drop-down menu.

STEP 3. Enter your new contact's information in the "Properties" window. If you'd like to enter more detailed information such as their home, business, and personal contact information, click on each corresponding tab to do so.

STEP 4. Click the "OK" button to save your new contact and close the "Properties" window. Your new contact will now be listed in the "Address Book" window.
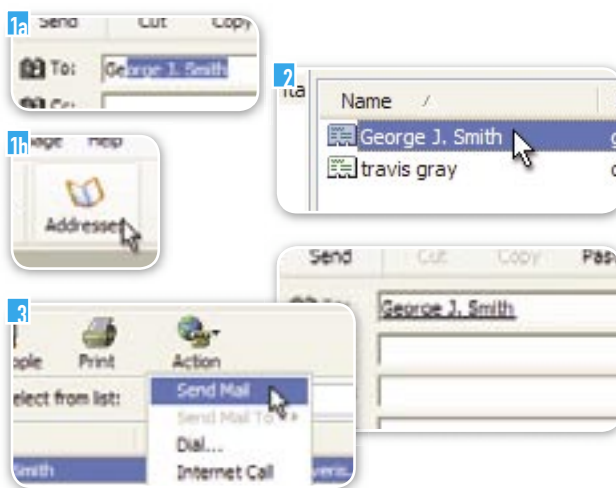
STEP 5. Close the Address Book window.

USING CONTACTS FROM YOUR ADDRESS BOOK
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STEP 1a. With Outlook Express and a new message window open, start typing a previously entered contact's name in the "To" field. The name will be automatically completed as you start typing.

OR

STEP 1b. With Outlook Express open, click on the "Addresses" button on the toolbar.

STEP 2. In the Address Book window, click on the name of the contact to whom you wish to send an email.

STEP 3. With your contact's name highlighted, click the "Action" button and then click "Send Mail" from the resulting drop-down menu. A new message window will open with your contact's name automatically added to the "To" field.

PRINTING YOUR ADDRESS BOOK
Using Outlook Express 6 in Windows XP Home Edition

STEP 1. With Outlook Express open, click on the "Addresses" button on the toolbar.

STEP 2. In the "Address Book" window, click on the contacts you want to print. To select multiple contacts, hold down the "Shift" key on your keyboard while clicking.

STEP 3. Click the "Print" button. In the "Print" window click on the icon of your printer.

STEP 4. Select the type of "Print Style" you want—Memo, Business Card, or Phone List—and then click the "Print" button.

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