

Addressing: Using the Address Book in E-mail Overview

Contents


This publication contains the following topics:

Topic	Subtopics
Accessing Address Book	How to access Address Book for E-mail addresses What Address Book looks like
Ways of Finding Names	Finding Names for mail messages

Applicable usage

Outlook 2003 Client

Important

- The Global Address List is the default, but this can be modified.
- The Global Address List and the Syracuse University Book are sorted alphabetically by First name. This cannot be changed.
- Some names may look like duplicates. To be sure you have the correct person, always check the other fields like office and title.
- Users or Groups in the Global Address List who have a globe  in front of their names are still in GroupWise.
- Users or Groups in the Global Address List who do not have a globe in front of their names are on Outlook/Exchange.

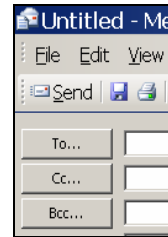
The default search order for Outlook is:

1. Global Address List
 2. Syracuse University
 3. Contacts (including Custom Contacts lists in alphabetical order)
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Using the Address Book in E-mail: Accessing Address Book

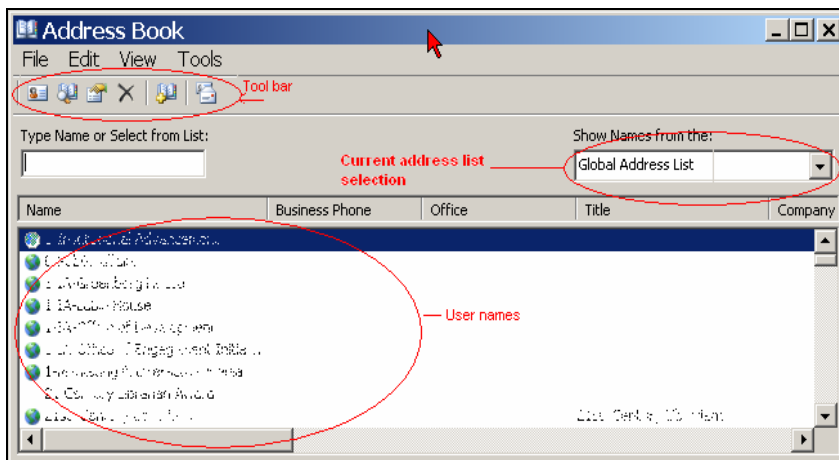
How to access Address Book for E-mails

1. Create a new mail message.
2. Click on the **To...** or **Cc...** or **Bcc...** buttons.



What Address Book looks like

Below is an image of the default **Address Book**. Please note key circled areas in red.



Using the Address Book in E-mail: Ways of Finding Names

Finding Names for my E-mails

Start at the top-down until you find the Search method that works best for you.

Method	How it works	Works best when
Auto Complete Names	Type first name directly into the new mail message To or Cc or Bcc lines	Recipient has been e-mailed before
Check Names	Check Names icon (Alt + K or Ctrl + K)	Recipient has not been e-mailed before
Search Box	Find using the Address Book search box	Working in the Address Book and first name is known
Find command	Find using the Find command	Working in the Address Book and first name is not known or not helpful

Using the Address Book in E-mail: Auto Complete Names

How Automatic names work *Works well for individuals you e-mail often.*

What are Auto Complete Names?

These are names that Outlook stores on your computer every time you send an e-mail. Outlook displays a list of matching names based on your input. You can select an e-mail address from the list that appears.

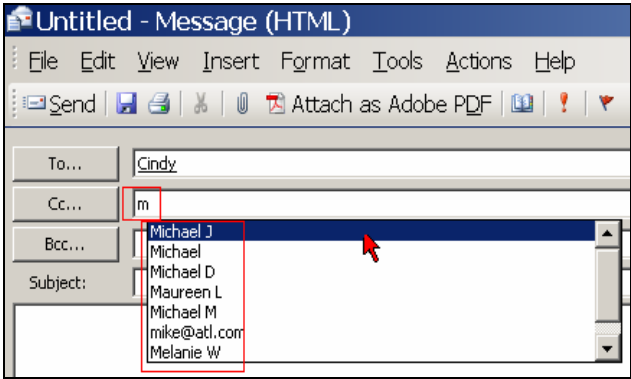
When do Auto Complete Names appear?

- A new mail message is created, and
- You start typing a name in any of the Address fields (To, Cc, Bcc), and
- Have already e-mailed that person before.

How to use Auto Complete Names?

- [Procedure for using Auto Complete Names](#)
- [About Duplicate names](#)
- [Procedure for Deleting Unwanted Auto Complete Names](#)

Procedure for Using Auto Complete Names

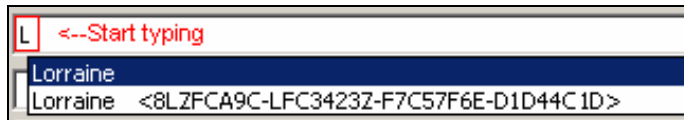
Step	Action
1	Create a new mail message.
2	Place cursor in the To... or Cc... or Bcc... fields.
3	Begin typing first name of recipient, or the first part of a distribution list, or listserv list.
4	As each letter is typed, a drop-down list will show the valid possibilities of names in history as shown below. 
5	Use the cursor or arrow keys to select the name from the list.

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Using the Address Book in E-mail: Auto Complete Names, Continued

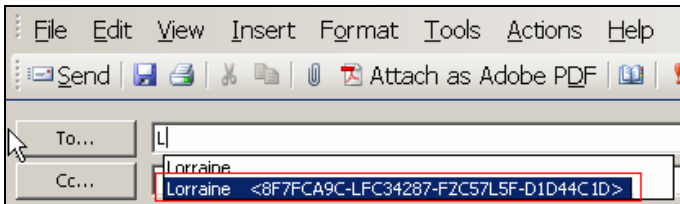
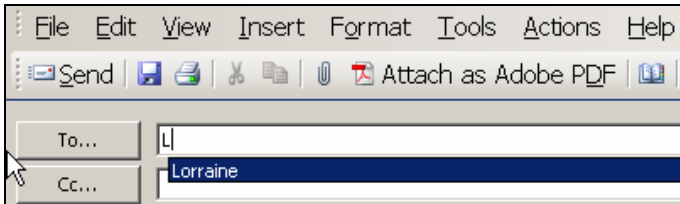
About Duplicate names

As we transition from GroupWise to Outlook, duplicate names will appear on the list.



Important: Do not use the name with the long string of characters after it. This indicates an old GroupWise address that is no longer usable. These should be deleted.

Procedure for Deleting Unwanted Auto Complete Names

Step	Action
1	Using the down arrow , highlight the address to be removed. 
2	Click the Delete key to remove the address. 

Note: This only removes the address from *your* computer.

Using the Address Book in E-mail: Check Names


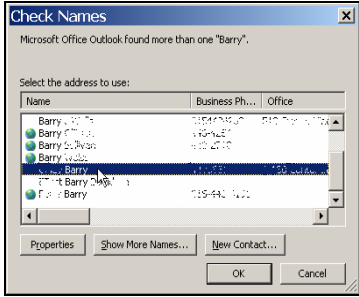
How Check Names works

Works well when you know any portion of the first name, or last name or NetID.

Check Names performs a search on the **Name** field to find a match.

The Check Names function will go through all the address lists available including your Contacts.

Procedure for Check Names

Step	Action	
1	Create a new mail message.	
2	Place cursor in the To... or Cc... or Bcc... fields.	
3	Type in the complete or beginning part of the recipient's first name, last name, or NetID. <i>Note:</i> You may type a list of entries and all entries will be checked sequentially. Either type in a name and press the Enter key before entering another, or type in a name followed by a semi-colon to separate it from the next entry.	
4	<div style="display: flex; align-items: center;"> <div style="flex: 1;"> <p>In the E-mail toolbar, select the Check Name icon.</p> <p>—OR—</p> <p>In the E-mail address field, press and hold: Alt + K or Ctrl + K</p> </div> <div style="flex: 0.5; text-align: center;">  </div> </div>	
5	<i>If...</i>	<i>Then...</i>
	There is more than one match	<ol style="list-style-type: none"> 1. The screen below will appear 2. Double-click on the desired name to select it. <div style="text-align: center;">  </div>
	There is only one match	The name will appear in the address field on the e-mail.

Using the Address Book in E-mail: Search box

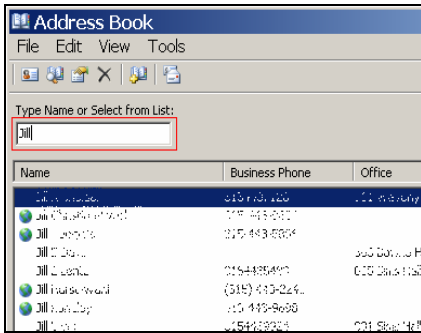
How Search box works

This process works well if you know the first letters of the Name field.

The Search box performs a search to find a match on the first letters only of **Name** field for any address list you choose.

The Search technique can be used for all portions of the address book.

Procedure for Search box

Step	Action
1	Open a new mail message.
2	Access Address Book by clicking on the To... or Cc... or Bcc... buttons.
3	Select address list to search in from the Drop-down box called Show Names from the:
4	Type the name or beginning part of the name in the box called Type Name or Select from list: <div style="text-align: center;">  </div> <p><i>Note: As you type each letter, the list will adjust to show the first matching name.</i></p>
5	Double-click on the desired name to select it. The name will appear at the bottom of the box in the To, Cc or Bcc fields.
6	Continue to select addresses. Once you have the complete list, click OK on the bottom of the box.

Using the Address Book in E-mail: Find Command

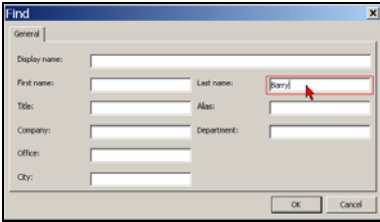
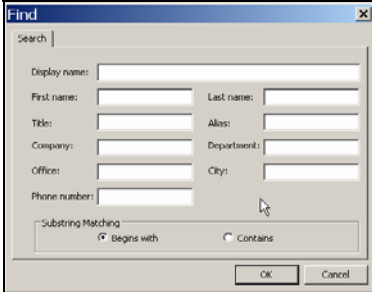
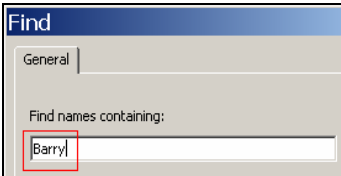
How the Find command works

Use this if you have been unable to locate the recipient by their first name, or if you want to search the Syracuse University address book.

The default Find order for Outlook is:

1. Global Address List
2. Syracuse University
3. Contacts (including Custom Contacts)

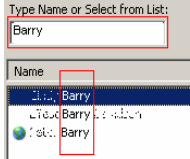
Find Procedure

Step	Action
1	Open a new mail message.
2	Access Address Book by clicking on the To... or Cc... or Bcc... buttons.
3	Select the desired list from the drop-down box called Show Names from the:
4	In the Select Names dialog box, click the Advanced button in the lower left corner, and choose Find .
5	<p>For Global Address List find: The Advanced Find screen will appear. Fill in whatever fields are known as shown below. (Do not use the Display name: field.) You may fill in complete or partial names.</p>  <p>For Syracuse University list find: The Advanced Find screen will appear. Fill in whatever fields are known as shown below. (Do not use the Display name: field.) You may fill in complete or partial names.</p>  <p>For Contacts find: The Contacts Find screen will appear. You may fill in complete or partial names.</p> 

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Using the Address Book in E-mail: Find Command, Continued

Find Procedure (continued)

Step	Action
6	When done, click the OK button.
7	The results are listed. Note the <i>Search Results</i> in the Show Names from the: box. 
8	Double-click on the desired name to select it.
9	To find another address, select the desired list from the drop-down box called Show Names from the: and follow the steps detailed above.