Topic – Accessing Your Personal Contacts via Email

Overview

By default, clients will be unable to view their Personal Contacts in their email "send to" list. To correct this, you must do two things:

- 1. Add an Outlook Address Book to the client's Email Account
- 2. Show the Contact List as an e-mail address book

Adding an Outlook Address Book to an Email Account

- 1. Start Outlook 2003; from the Main Menu, select Tools, Email Accounts...
- 2. Select "Add a new directory or address book and click on Next

E-mail Accounts		×
	This wizard will allow you to change the e-mail accounts and directories that Outlook uses.	
	E-mail	
	 Add a new <u>e</u>-mail account View or change existing e-mail accounts Directory Add a new <u>directory or address book</u> View or change existing directories or address books 	
	< <u>B</u> ack Next > ⊆lose	

3. Select Additional Address Books and click on Next

mail Accounts	×
Directory or Address Book Type You can choose the type of directory or address book you'd like to add.	苶
O Internet Directory Service (LDAP)	
Connect to an LDAP server to find and verify e-mail addresses and other information.	
Connect to an address book to find and verify e-mail addresses and other information.	
< <u>B</u> ack <u>N</u> ext >	Cancel

4. Select Outlook Address Book and click on Next, and then on OK.

E-mail Accounts	×
Other Address Book Types You can choose the type of address book you'd like to add.	×
Outlook supports these additional address book types. Select the address book type you want to connect to and click Next.	
Additional Address Book Types	
Outlook Address Book	
Personal Address Book	
< <u>Back</u> <u>N</u> ext >	Cancel

Show the Contact List as an Email Address Book

- 1. Right click on the Contacts Folder and select Properties
- 2. Click on the Outlook Address Book Tab and check the "Show this folder as an email Address Book" box. Click on OK.

Contacts Proper	ties		×
Activities General	Administration Home Page	Forms Outlook Ad	Permissions dress Book
See Cont	acts		
Show this f	older as an e-mail Add	ress Book	
Name of the ac	ldress book:		
Contacts			
	ОК	Cancel	Apply