

Macintosh Learning Center

--- Shell Weinberg

Third Floor, Southeast corner

Laguna Woods Village Community Center

Laguna Woods Town Centre

Hours: 9:00 a.m. to 3:00 p.m., Monday thru Friday



Reviewing Fundamentals & Basics: understanding the “Address Book”

When using **OS 10**, any version, and also using the **Mail 2.1** application, you should be aware the **Address Book** icon probably shows in both. These two icons actually do represent the same Address Book, however, each icon has its own purpose and functions.

Chances are you presently have the Address Book icon showing on the Dock right now, and this icon represents the **System Address Book**. If, for whatever reason, it is not displayed on your Dock, here is how to add it to the Dock.

Click on **Finder** (*shown in the Dock*), then click on **Applications** (*see sidebar*), find the icon for Address Book then **drag & drop** it onto Dock.

You will now have easy access to this file. Click on it to open it. A window will appear with the title Address Book. This is where you can **add a new name**, address, phone number and email address. This is where you can also **edit or change the information** on a **Card**.

*Note: The word “Card” actually means “Address Card,” so, when you want to make an addition to your Address Book you must go to the **File menu** and select **New Card** to create. This menu also offers **New Group** command. To **Edit Card**, go to **Edit menu** for command, or click on the **Edit button** at bottom of window.*

Now that you understand that the **System Address Book** is the **main source for email addressing** we will take a look at how it is used to address email messages.

When you launch the Mail application the open window shows you a Toolbar at the top. Click on the **New** button to open a **New Message** window. The Toolbar on this new window shows you an **Address** button with the Address Book icon above it. This is the second Address Book icon I mentioned earlier. It’s purpose is to give you convenient access to the names you have entered into your Address Book.

When you click the **Address** button the familiar Address Book window appears showing a list of names you have entered into your AB... and this allows you to simply **double click** on a name in the list to automatically paste that address into the **To:** line to address your email.

If the name you want does not appear in the list it is because you have not yet entered it into the **System Address Book**. *You cannot make a new entry, or do any editing, thru the Mail program... you do these things in the **System Address Book**.*

If you intend to address an email, and the name does not appear in your AB list, you can type an email address directly into **To:** text entry area.

*A few helpful suggestions re **Mail**:*

To: can put in more than 1 address

Cc: carbon copy, can be more than 1 address

Bcc: **blind** carbon copy, can be more than 1 address, *however*, all addresses are hidden

This address area can be Customized, click on the square button to left of Subject line for options.

Multiple names can be put into a **Group**. Say you created a Group with 10 names in it. You can then easily click on the Group title to put all 10 names in the **To:** address line, or **Cc**, or **Bcc**.

Re email you have received and would like to **Forward...** be sure the email is open on your screen, click on the **Forward button**. This will give you a window that looks like a New Message window. However, there may be a **long list of addressees**, and other information, that should be **deleted before sending**. While in the Forward mode you can delete these items by highlighting then press the keyboard **delete key**. *This is the courteous thing to do... do not just forward emails with long unneeded addressee lists.*

If you need help in understanding this editorial please visit our **Mac Learning Center** and ask the **Supervisor** to explain and clarify. Or, attend Anne Clark’s monthly **e-Mail / Internet Classes**. *See the Calendar on last page of this Newsletter.*