

4. From the shortcut menu, select Add to Personal Address Book.
5. Close the Address Book window.

To create a new entry for an internet address:

1. On the Outlook toolbar, click the Address Book button.
2. On the Address Book window toolbar, click the New Entry button.
3. In the New Entry dialog box, select Internet Address and select Personal Address Book from the *in the* pull-down list.
4. Choose OK.
5. In the New Internet Address Properties dialog box, type the name you want to use to represent this address in the *Display Name* text box.
6. In the *E-Mail address* text box, type the Internet e-mail address.
7. Choose OK.
8. Close the Address Book Window

To select a default address book:

1. From the Tools menu, choose Services.
2. In the Services dialog box, select the Addressing tab.
3. On the Addressing page, from the *Show this address list first:* drop-down list, select the desired address book.
4. If desired, from the *When sending mail, check names using these address lists in the following order:* list, select an address book, and then choose the up or the down arrow to change the priority order.
5. Choose OK.
6. Exit from and restart Outlook.

To create a personal distribution list:

1. On the Outlook toolbar, click the Address Book button.
2. On the Address Book window toolbar, click the New Entry button.
3. In the New Entry dialog box, from the Select entry type list, select Personal Distribution List, and then choose OK.