

To delete an item:

1. Right-click the item you want to delete.
2. From the shortcut menu select Delete.

To restore deleted items:

1. Open the Deleted Items folder.
2. Right-click the item(s) you want to restore.
3. From the shortcut menu select Move to Folder.
4. In the Move Items dialog box select a folder and choose OK.

To permanently delete items:

1. Open the Deleted Items folder.
2. Right-click the item(s) you want to delete permanently.
3. From the shortcut menu select Delete.
4. Select Yes from the Microsoft Outlook dialog box.

To use an address book to address a message:

1. In the New Message window, click the Address Book button on the toolbar or click the To or the Cc button.
2. If necessary, in the Select Names dialog box, select an address book from the *Show names from the:* drop-down list.
3. Type the first few characters of the desired name in the text box.
4. In the address list, select the name.
5. Choose To or Cc.
6. Repeat steps 3 through 5 for each additional name.
7. Choose OK.

To add a name to your Personal Address Book:

1. From the Message window toolbar, click the Address Book button.
2. If necessary, in the Select Names dialog box, from the *Show Names from the:* drop-down list, select the address book from which you want to add a name.
3. From the address list, right-click the name you want to add to your Personal Address Book.