

## QUICK REFERENCE GUIDE Making Frequent Contacts Into an Outlook 2007 Address Book

### Overview

As GroupWise users, we often used its Frequent Contacts feature to e-mail people with whom we had regular contact. As we convert to Outlook, that Frequent Contacts feature will still be available to users from your Contacts folder. In addition, you can make your Frequent Contacts list into an address book; when you want to address a message, you can access the Frequent Contacts list. See the example below.

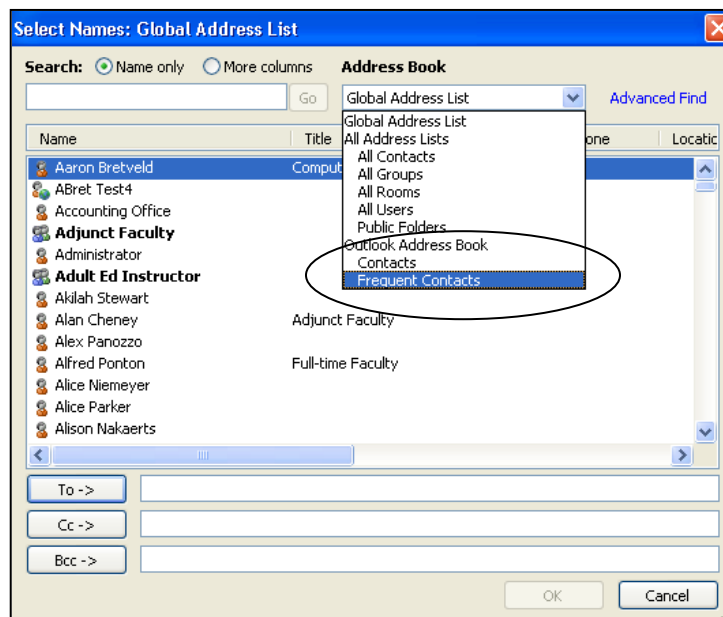


Figure 1: GroupWise Frequent Contacts Displayed as an Outlook Address Book

Displaying your Frequent Contacts as an address book begins with displaying them in the Outlook Navigation Pane, shown in the example below.

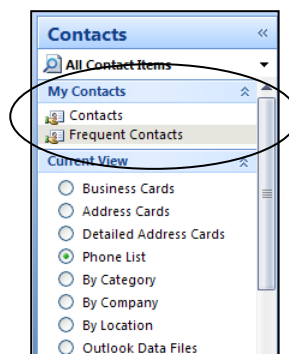
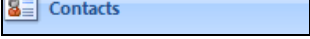
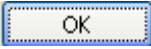


Figure 2: Displaying Frequent Contacts

1. If your Contacts folder is not displayed, click the  button at the bottom left of the Navigation Pane.
2. In the **My Contacts** section of the Navigation Pane, right-click on **Frequent Contacts**. A shortcut menu appears.
3. From the shortcut menu, click **Properties**. The Frequent Contacts Properties Dialog Box appears.
4. From the Frequent Contacts Properties Dialog Box, click the **Outlook Address Book** tab.
5. Check the box that says, “**Show this folder as an e-mail Address Book.**” Click the  button to exit the dialog box. While there appears to be no change from the Navigation Pane, your Frequent Contacts will now appear on your Outlook Address Book list the next time you address an e-mail or other message.

If you have any questions about Microsoft Outlook 2007 or how to use Frequent Contacts as an address book, please call the ITS Help Desk at extension 8900.