

## Using the Address Book with Drake University's new Collaboration Suite

Included: how to export/import existing address books, how to create new contacts, and how to create personal distribution lists

**To use your address book from other email programs, you first EXPORT the address book from the email program, then IMPORT the address book into *BlueView Mail*.**

If you use any of the following email programs currently, your address books are stored locally on your machine – meaning, you can only access your addresses from your computer. If you'd like to access your address books from any machine using BlueView Mail, follow the below instructions. Importing your address book into BlueView Mail means your addresses will now be stored on the server.

---

### Exporting Address Books

#### From Microsoft Outlook (PC):

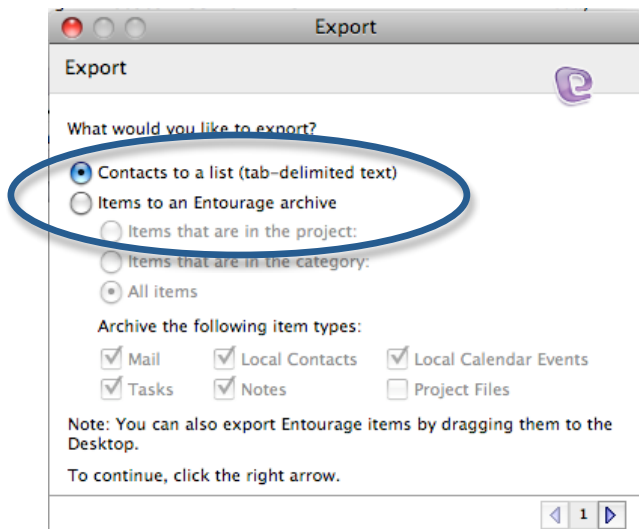
In Outlook, on the File menu, click Import and Export.  
Click Export to a file, and then click Next.  
Click Microsoft Excel, and then click Next.  
In the folder list, click the Contacts folder, and then click Next.  
Browse to the folder where you want to save the contacts as an Excel file (.xls).  
Type a name for the exported file, and then click OK.  
Click Next.  
Click Finish.

#### From Eudora (Mac or PC):

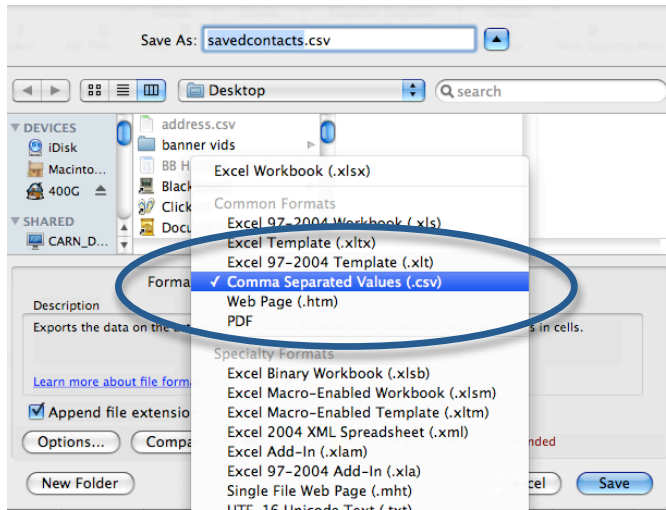
Open the Address Book  
Select the appropriate book(s) (can be done either individually or using the CTRL or Shift selection features)  
Choose FILE then SAVE AS...  
Name accordingly and choose the .CSV file type

#### From Microsoft Entourage (Mac):

Click the file menu and choose Export



Choose “contacts to a list (tab-delimited text)”  
Click the right arrow to continue  
Name the file and save it to the desktop for easy locating  
Open the text file you just exported, in Microsoft Excel  
From the File Menu select save as



Choose Comma Separated Values (.csv) from the format menu  
Click Save

---

## Importing Address Books

You can import contact lists and address books that are saved in a comma-separated (.csv) file format.

Go to Preferences, Address Book.

Click Browse in the Import/Export area to locate the .csv file to import.

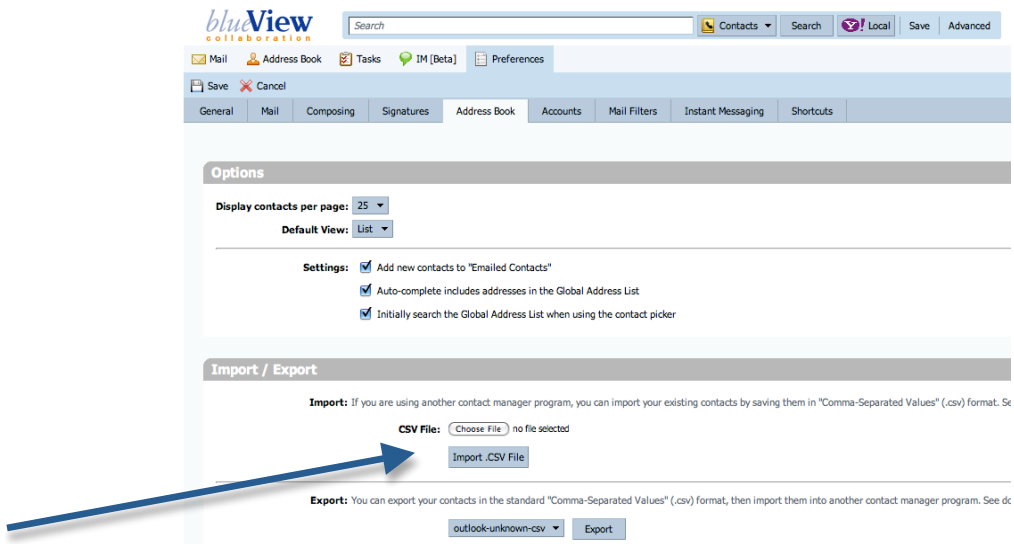
Browse to the .csv file you want to import.

Double-click the .csv file in the File Upload dialog.

Click Import .CSV File. Choose the address book to import into or create a new address book.

Click OK. Depending on the size of the .csv file, import may take a few minutes.

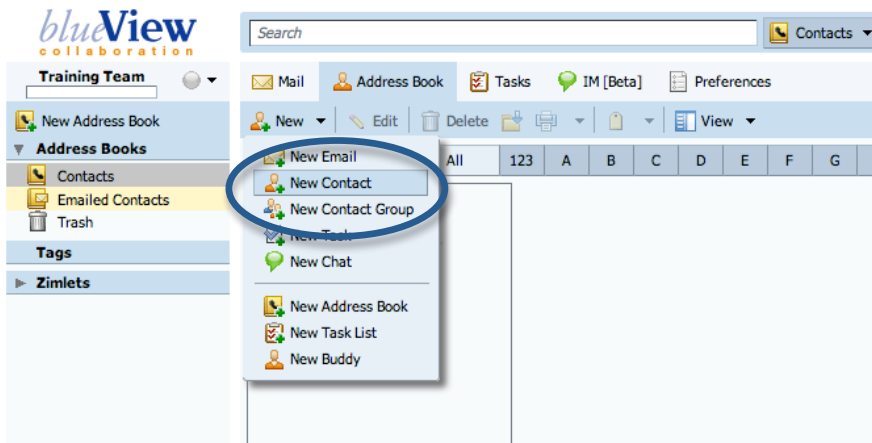
*When Import is complete, the Status Box shows the number of contacts successfully imported.*



## Adding new contacts

### To add a new contact

From the toolbar, click the arrow next to New and select New Contact.



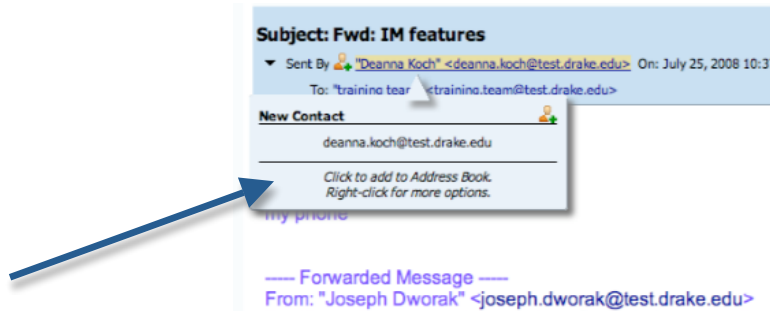
Enter contact information, including first and last name, email address, job title, company information, email and instant messaging details, and notes. You can also upload a photo of this contact.

In Address Book select one of your personal address books to save the name to  
Click Save.

### To add sender of a received email message

Open the mail message, the header is displayed in gray, at top of message detail pane. You can add email addresses to your address book that show in the From:, To:, Cc:, and Bcc: fields.

If you hover your mouse over the person's name you will see: *Click to add to Address Book and Right-click (Control-click on a mac) for more options.*



If you just click, it will automatically create a new entry in your address book and fill in the email address, first name, and last name. You then have an opportunity to fill in any other information before you click Save.

---

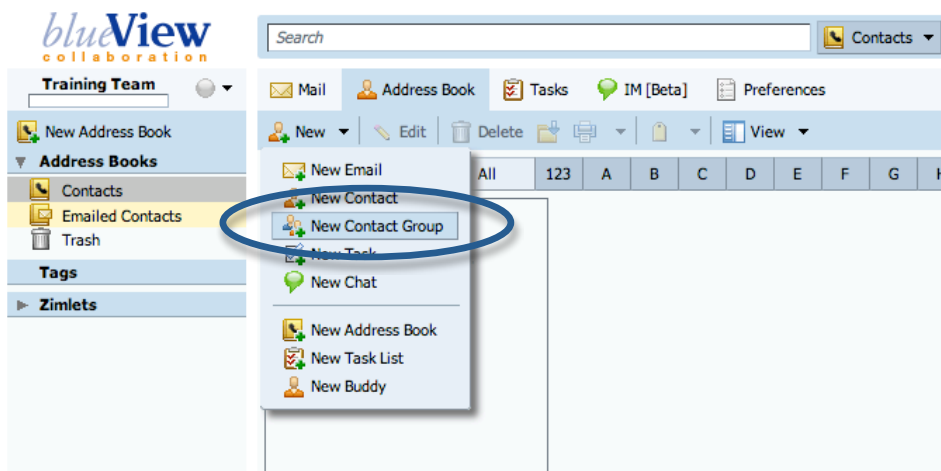
### Creating Contact Group Lists or Distribution Lists, for personal use – NOT for campus wide use.

The Contact Group List feature allows you to create contact lists that contain multiple mailing addresses. When you select a group contact name, everyone whose address is included in the group list is automatically added to the address field of the message. This is useful for those times you want to email all 15 people in your immediate work group for example.

#### To create personal distribution lists/groups

You can select addresses from your company directory (LDAP) and from your address books, and/or you can type in addresses.

On the toolbar, click New and select New Contact Group. The New Contact Group form is displayed.



If you want to create the group list in an address book other than Contacts, before you start, select the address book and then click New>Contact Group.

You can move a contact group to another list after it is created.

In the Group Name field, type the name of this group list.

To add members to this group, in the Find field, type a name and then select whether to search in the LDAP or in your personal and shared contacts. Click Search.

Names that match your entry are listed in the box below. Select the names to enter and click Add, the names are added to the Group Members list.

You can also add email addresses directly in the Group Members list box. Typed address can be separated by a comma (,), semicolon (;) or Return to start the address on a new line.

Click Save on the toolbar. The new group contact is added to your address book.

---

### To access your Address Book(s) from within a new email message

In the message, click the To button. A Select Addresses Window will pop up

Choose the appropriate list from which to show names (ie: contacts, global address book)

Then from the list of names, choose the email address you'd like, and click To. After you've selected the name(s), click OK. \*to select more than one address at a time, Option + click (on a mac) and Control + click (on a pc)

