

# Address Book

Learn how to record, use and organize your contacts in the Address Book app. How to launch the Address Book app: - Click the All Applications icon in the menu bar. Click on Address Book in the App Launcher.

- [The Address Book Components](#)

# The Address Book Components

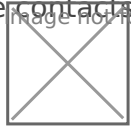
## The Address Book toolbar

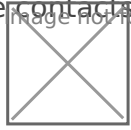
Contains functions for adding, editing and organizing contacts. Notes:

- Some functions are only available if you opened an address book for which you have the appropriate permissions to create or edit objects.
- Some buttons are only displayed if the selected contacts have an email address.

### Content

- **New contact.** Creates a new contact or a new distribution list.
- **Edit.** Edits the contact's data.
- **Send email.** Sends an email to the contact.
- **Invite.** Invites the contact to an appointment.
- **Delete.** Deletes the contacts selected by you.



- **More actions** icon . Opens a menu with further functions.
- **View.** Opens a menu with checkboxes for controlling the view.
  - **Folder view.** Opens or closes the folder view.
  - **Checkboxes.** Displays a checkbox next to each contact in the list. This allows to select multiple contacts to edit them at once.

## The Address Book folder view

Displays the address books.

In order to display the folder view, click on **View** in the toolbar. Enable **Folder view**.

### Content

- **My address books.** Contains your personal address books.
- **Add new address book.** Opens a menu with functions for creating address books and for subscribing to external or shared address books.
- **My contact data.** Opens a window where you can adjust your contact data in the global address book.
- **Public address books.** Contains address books shared with all users.

- **Shared address books.** Contains address books shared with you by other users.

Depending on the configuration, public address books and shared address books might not be available.

## The Address Book navigation bar

Contains letters in alphabetical order. If clicking on a letter, the list jumps to the contacts with this initial letter.

## The Address Book display area

Contains the contacts list and a contact's detail view.

## The Address Book list

Displays a list of contacts in the opened address book.

### Content

- The name of the selected address book.  
The number of contacts in this address book.
- The following details are displayed for each contact:
  - a picture if uploaded
  - last name, first name
  - business data, if entered

Names that start with a figure or a special character are displayed below # at the top of the list. Names that start with a special sign are displayed below Ω at the bottom of the list.


## The Address Book detail view


Shows the data of the contact that you selected in the list. If double-clicking on the contact in the list, the data are displayed in a window.

### Content

- a picture if uploaded
- last name, first name
- business data, if entered
- Depending on the configuration: The contact's current availability for calls
- Depending on the configuration: Icons for communicating with the contact:

- **Email** . Opens the window for composing an email.

- **Call** . Opens a menu with functions for calling.

- **Invite** . Opens the window for creating an appointment.

- further contact data, if set:
  - personal data, business data
  - Email addresses. If clicking on an email address, the page for sending a new email is displayed.
  - Business and private phone numbers. If clicking on a number, a function for making a call opens, if available.
  - Business and private addresses. In the address book settings, you can define whether a map service for displaying the address should be used when clicking on an address.
  - attachments

## The contact editing window


This window is used when creating a new contact or editing an existing one.


In order to open the window, do one of the following:


- Select **New contact** from the toolbar. Click on **New contact**.
- Select a contact. Click on **Edit** in the toolbar.

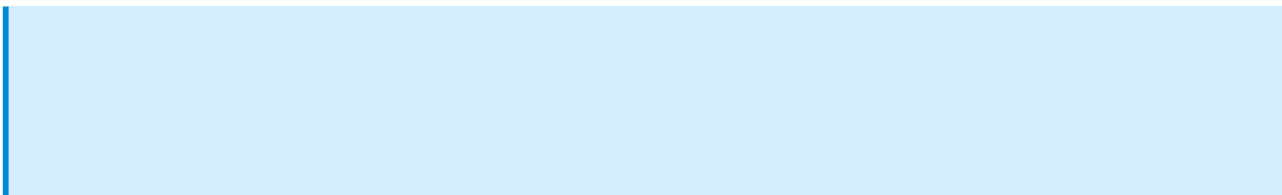
### Content

- Contact picture  
Click on the contact picture to edit it or to upload a new contact picture.
- Contact data input fields:
  - **First name, Last name**
  - **Company, Department**
  - **Email 1, Cell phone**
- Elements for adding additional input fields:

 **Add personal info**

 **Add business info**

 **Add email, phone, fax**



If clicking the **Remove field** icon , an additional field and its data will be deleted.

- **Note** input field
- **Add postal address**. Adds input fields for different postal addresses.
- **Add attachment**. Adds files.

## The distribution list editing window

This window is used when creating a new distribution list or editing an existing one.

In order to open the window, do one of the following:

- Select **New contact** from the toolbar. Click on **New distribution list**.
- Select a distribution list. Click on **Edit** in the toolbar.

### Content

- input field for the name of the new distribution list
- input field for the email addresses of the distribution list's contacts