

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

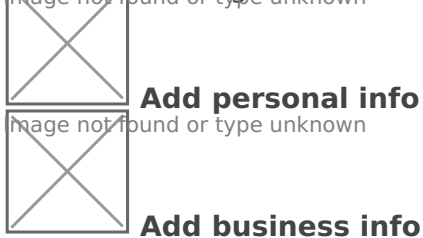
This window is used when creating a new contact or editing an existing one.

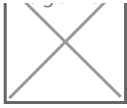
In order to open the window, do one of the following:

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

Content

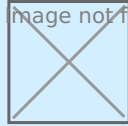
- Contact picture
Click on the contact picture to edit it or to upload a new contact picture.
- Contact data input fields:
 - **First name, Last name**
 - **Company, Department**
 - **Email 1, Cell phone**
- Elements for adding additional input fields:





Add email, phone, fax

image not found or type unknown



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

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