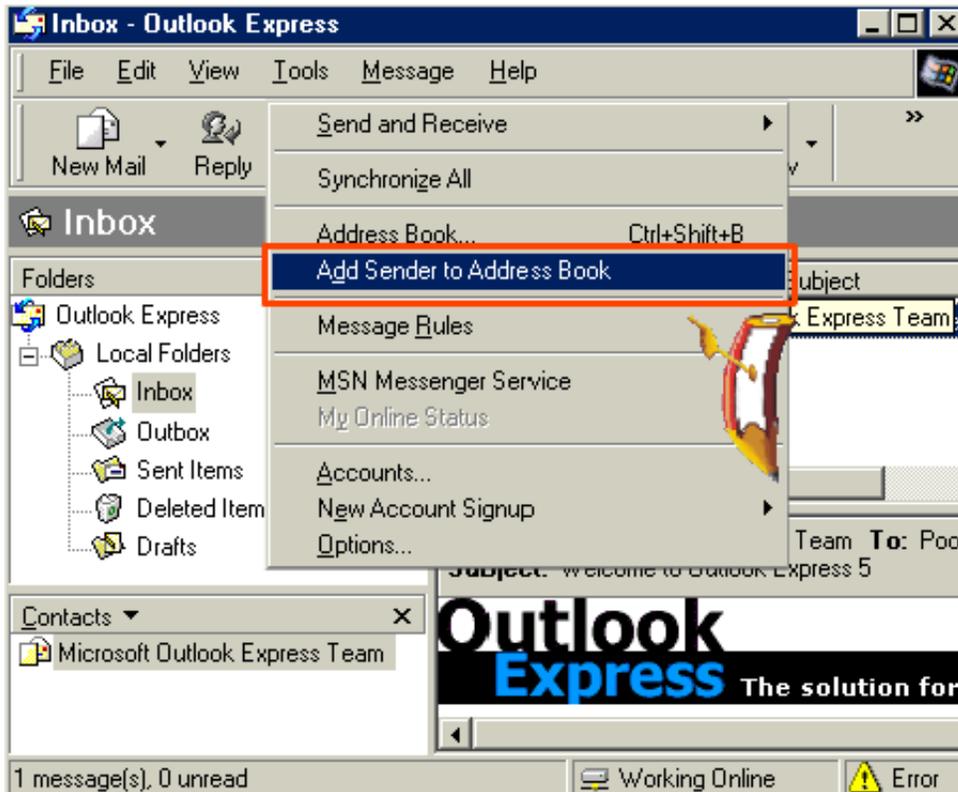


Import a Business Card you have received in E-mail

When you receive E-mail, you can add the sender's name and E-mail address to your address book from within Outlook Express.

- In Outlook Express, click the **Tools** menu, and then click **Options**.
- In the **Options** Dialog box click on **Send** tab and then select the option **Automatically put people I reply to in my Address Book**.



PLAY

-OR-

Open the message. On the **Tools** menu, point to **Add Sender to Address Book** and then select the user you want to add.

- You can also set up Outlook Express so that people whose messages you reply to are automatically added to your **Address Book**.