

Searching an Address Book

To search for names and addresses in a personal address book:

- Click the **Address Book** icon, in the bottom pane, to the right of the component bar.
- Select one of the **Address Books** listed in the **Name** column.
- Start typing the name of the person you're looking for.

Card for Girish

Location: Sales_Marketing

Name Contact Notes

First Name: Girish

Last Name:

Display Name: Girish

Email: girish@vispl.com

Nickname:

Prefers to receive rich text (HTML) mail

Work: Vision 2000

Home:

Fax:

Pager: 9625874655

Cellular: 9811133535

OK Cancel Help

PLAY

- If there's a match, the person's name is selected in the right column.
- Double-click the name to display the card for the person, or click **New MSG** to compose a message to the person.