Add names directly from E-mail Messages

- To add all reply recipients to your address book
 - In Outlook Express, click the **Tools** menu, and then click **Options.**
 - In Options Dialog box select the Send tab and check option Automatically Put People I Reply To In My Address Book.

🛱 Options 🔹 🗙							
	Security		Conr	ection	Maintenance		
	General	Read	Send	Compose	Signatures	Spelling	
	Sending						
		Save copy	Save copy of sent messages in the 'Sent Items' folder				
		Send mess	Send messages immediately				
	Automatically put people I reply to in my Address Book						
	 Automatically complete e-mail addresses when composing Include message in reply <u>Reply to messages using the format in which they were sent</u> International Settings Mail Sending Format 					,	
						ent	
						Settings	
	🗞			HTML <u>S</u> etting:	s Plain T <u>e</u> x	t Settings	
		◯ <u>P</u> lain Text	_				
	News Se	News Sending Format					
		⊖ ht <u>m</u> l		HTML Setting:	s Plai <u>n</u> Text	t Settings	
	<u></u>	In Plain Text	_				
				OK	Cancel	Apply	
	PLAY						

- To add an individual name to your address book from Outlook Express
 - In a message you are viewing or replying to, right-click the person's name, and then click **Add to Address Book.**
 - In the message list of your Inbox or other mail folder, right-click a message, and then click **Add Sender to Address Book.**