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## WINDOWS MAIL ADDRESS BOOK.

- 1 Start Windows mail.
- 2 Down near the left bottom of the screen you will see :”CONTACTS” Click on that.
- 3 You can now see all of your addresses that you have in your address book.
- 4 If want to add someone Click on “Contact” top left of the screen. Then simply type the details in.
- 5 If you wish to remove a Contact hilite the name in the column of names and click delete.
- 6 To add a subgroup say “FAMILY” click on “Category” 2<sup>nd</sup> from the left at the top. Type in :Family” You should also go down your list at this time and hilite the people that you want in that category.. You can always add and remove people later by RIGHT Clicking on that particular Category in the left hand column.
- 7 Now that you have Categories and wish to use them You can type up your email message, the **unwritten rules say put the email address in last after you have checked it is all OK** and the attachments if any are attached. Now this email that you have prepared requires an address. If you want to send it to the Family in the CC line type in Fa, it should now give you a choice of addresses that you have in your address book starting with fa choose family with the picture of 2 heads. Now put your own address in the To line, this gets you and email to confirm it all works. You could do it differently and have you address in the family category.