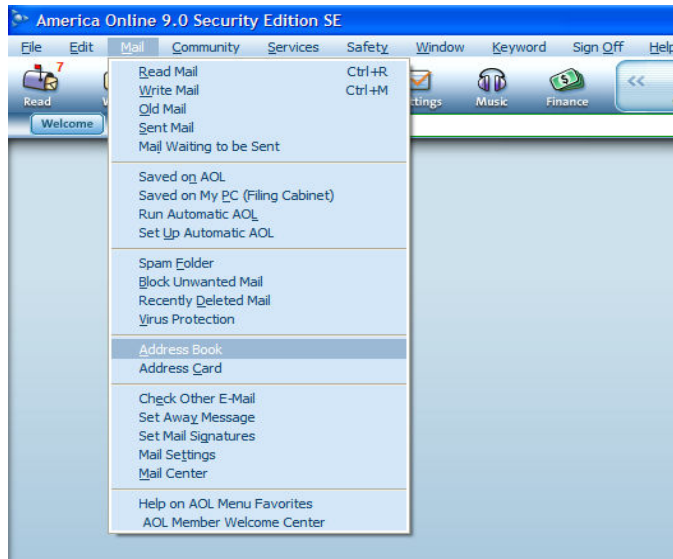


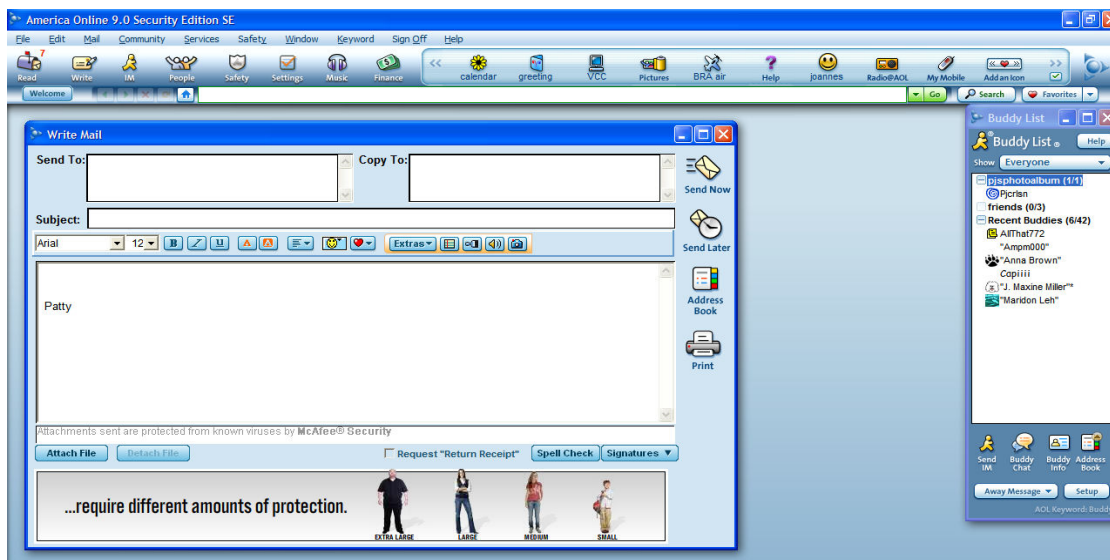
AOL Address Book - AOL 9.0

Address book: how to access

1. Go to the top aol tool bar and click on the <mail> button, move down the listing and click on <address book> which will now open up the address book for you.



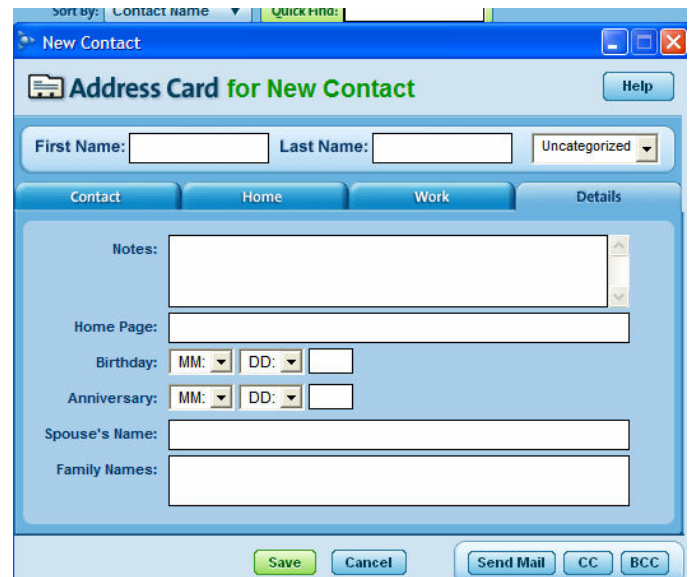
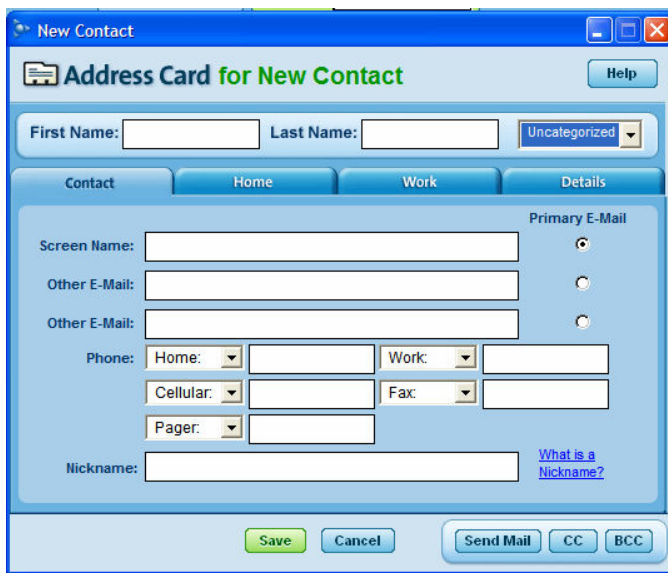
2. In the next tool bar, below <mail>, click on the <write> button which will open up a new blank email for you to use.



3. I keep my buddy list on the right side of my aol screen, in the bottom right corner is a button that says <address book>; click on this button and the address book will open up for you.

Easy way to add a new address to your address book:

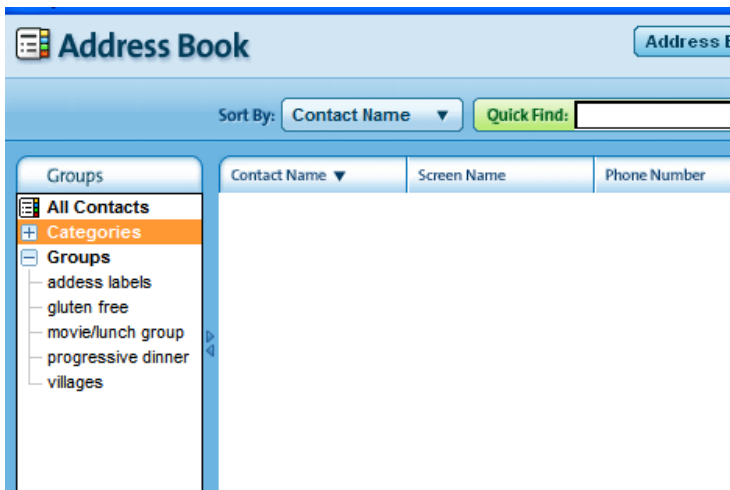
1. When an email comes in from someone you know and whose address you would like to add to your address book, look at the buttons on the right side of the email and you will see a button that says <add address.> Click on this button and a new address card will open up with the new email address already in place. Now all you have to do is decide what information you would like to add to this card. As you can see, there are many options of information that you can add and you can include as much or as little as you wish. I enjoy using this as my main address book and it is always kept up to date with information such as addresses, phone numbers, cell phone numbers, fax numbers, full snail addresses, one or more email address for the person, birthdays, anniversaries, plus an area for notes. You can include any information you would like to keep in here such as gifts you've purchased, your friends particular interests that you have in common, etc.
2. Before saving your new address card, please look at the white button to the right that says <uncategorized>. Click on the little toggle area to see the lists of options available to you. If you email with a lot of people or groups, you may find it convenient to use categories and or groups. Select or name a new category and then indicate it for this address card and then save it.



The instructions stated here are the easiest ways to access and use the AOL address book. For more detailed information AND instructions, please click on the <help> button which is at the top right hand corner of the address card window. It will have instructions that will walk you through filling out and saving a new address card, setting up categories and groups.

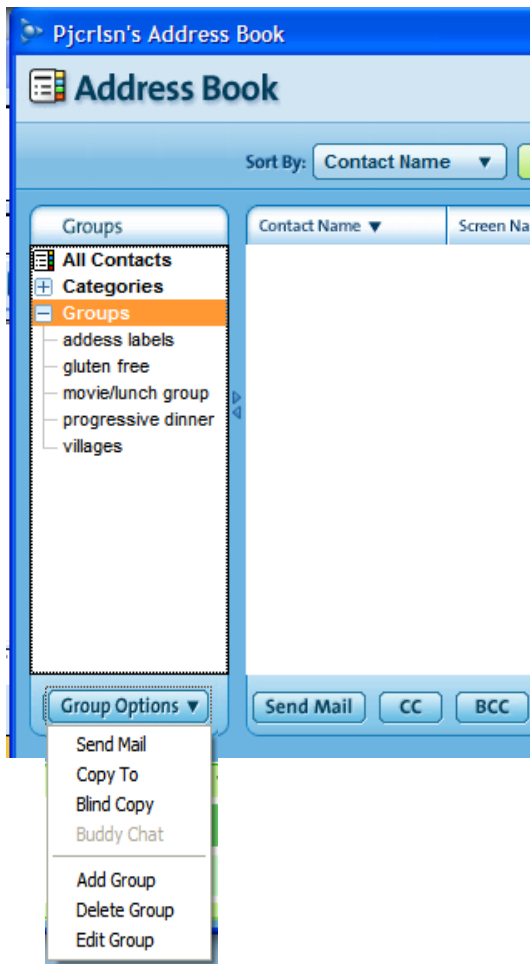
I have a **category called <villages>** that contains everyone I know and email with since moving into the villages. The address cards are also as complete as I can make them because having this information is very important to me. The contacts contained in this group will also show up in the all contacts area – because I want them there as well.

For my villages friends, I break it down even further by setting up specific groups:
Neighborhood ladies monthly movie lunch group
Our street progressive dinner group

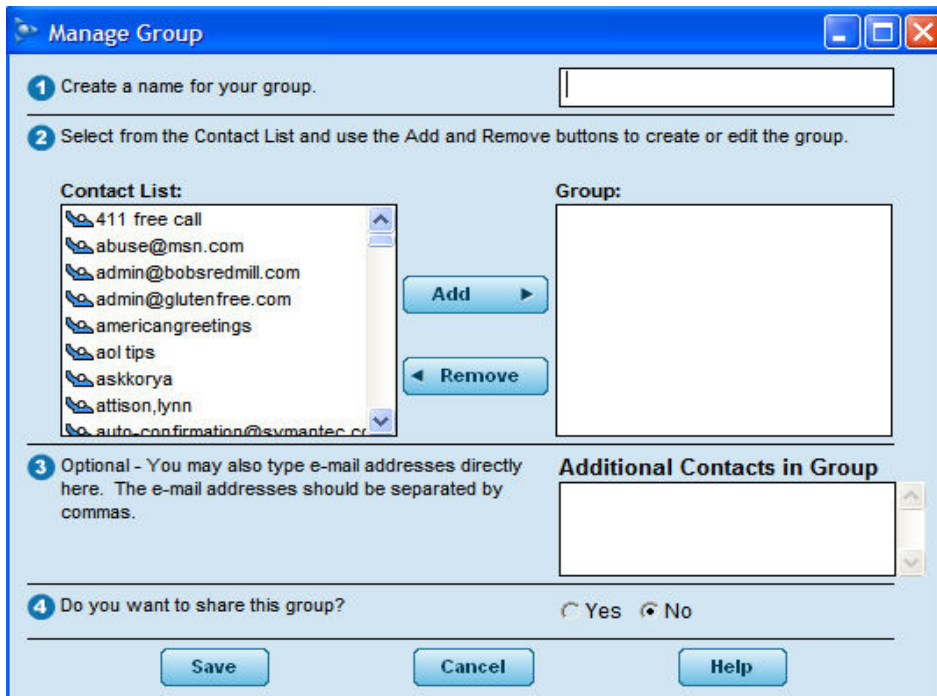


When you click on the + to the left of the categories, you will see your list of categories. The example to the left shows my groups opened up so you can see my groups.

Groups:



Click on the word <groups> which will make the Group Options button active. Click on the Group Options button and read the drop down options. To add a group, select add group, etc.



1. Name your group.
2. Select the people you want to add and click on the <add> button which will move the address into the group box. If you goof and add one you don't want, simply select it and click on the remove button.
3. If you want to add email addresses to a group that are NOT in your address book, just type the addresses into the <additional contacts in group> box – separate each email address by a comma.
4. Do you want to share this groups, select yes or no.
5. Click on Save.

AOL Adress Book Help Button

The HELP button is located on the top right hand corner of the address book. Click on it and see:

- [Account Questions](#)
- [AOL Channels](#)
- [AOL Products & Services](#)
- [Communicating Online](#)
- [E-mail](#)
- [Getting Started](#)
- [Safety, Security & Privacy](#)
- [Technical Support](#)

Using an Address Book

- [Create or Edit an AOL® Address Book Group](#)
- [Get a Map to an Address from My Address Book](#)
- [Transfer My AOL® Address Book from One Screen Name to Another](#)

- [The AOL Address Book Will Not Transfer Into the Third-Party E-mail Client](#)
- [Synchronize My AOL® Address Book With PDAs or Other Applications](#)
- [Address Book Import Assistant](#)
- [Open My AOL® Address Book](#)
- [Set Up and Share My Address Card](#)
- [Check if Address Book Contacts are Online and Invite to Buddy Chat](#)
- [Cancel Address Card Updates](#)
- [Send E-mail Using My Address Book](#)
- [Find a Specific Person in Your Address Book](#)
- [Find E-mail Addresses for People I Know](#)
- [Information About AOL® Address Cards](#)
- [Automatically Add E-mail Addresses to My Address Book](#)
- [Print Information from My Address Book](#)
- [AOL® Help Tutorials](#)
- [Address Book Is Not Syncing](#)
- [Addresses From AOL® Address Book Will Not Insert to Share Pictures in AOL® Pictures \(YGP\)](#)
- [Add an Address to My Address Book](#)
- [About the AOL® Address Book](#)

Click on any of these links for more information.

To print out any of these topics, select <printer friendly file>, in the new window that opens up, click on the printer icon and print. Of course you can also just read from your computer without printing as well.

Buttons on the address book window

Don't be afraid to click on them and explore their options. You won't hurt anything as long as you don't select the delete button.



Settings

On the AOL main screen toolbar is a button called **settings**. Please feel free to click on **settings** and explore AOL. You'll be amazed at all of the helps and information that is shared in this area.