



Address Book Benefits using Open WebMail

This document highlights the benefits using the Address Book features in Open WebMail.

Your Open WebMail Address Book is a valuable tool that can save you hours of typing and re-typing addresses. To open your Address Book, click the **Address Book**  icon on the toolbar at the top of the **Index** page. Open WebMail will display the **Edit Address Book** page.

ADDING ADDRESSES TO YOUR ADDRESS BOOK

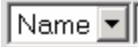
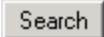
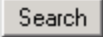
In order to make effective use of your Address Book, you must first populate it with the names and email addresses of your correspondents. In Open WebMail, there are two ways to do this:

1. After opening an Email message, from the **Message Display** page, click the **Import Address**  icon that appears in the message header at the right end of the **From:** line. At the **Import addresses** message, click **OK**. Open WebMail will add the name and address of the sender to your Address Book; **OR**
2. From the **Edit Address Book** page, enter a unique name in the **Name** box, enter the corresponding email address in the **Email Address(es)** box, enter a note in the **Note** box (if applicable), and click the **Add/Modify** button under the **Action** label.

SEARCHING YOUR ADDRESS BOOK

Open WebMail displays your Address Book entries by name in ascending alphabetical order. Under certain circumstances, however, you may want to locate an entry using the **Search** box in the upper right corner of the page.

To search your Address Book:

1. Click on the down arrow in the  box and select the column in which you want to search: **Name**, **Email**, **Note**, or **All**.
2. Enter the text for which you want to search in the **Search** box.
3. Click the  button to locate and display all addresses matching your search string. For example, you might select the **Note** field, enter the search string “owes me money”, and click the  button to see only persons who owe you money in your Address Book.



IMPORTING PINE ADDRESS BOOK INTO OPEN WEBMAIL


1. Open your Address Book by click the **Address Book**  icon on the toolbar at the top of the **Index** page. Open WebMail will display the **Edit Address Book** page.
2. Click on the **Import Addresses (Pine)**  icon. (Note: It should be the third icon ) on your toolbar. Since the second and third icons look the same, make sure you select the one that says **Import Addresses (Pine)**.
3. Your addresses from Pine will come into your Open WebMail Address Book.

IMPORTING & EXPORTING ADDRESS BOOKS

Open WebMail has the capability of importing and exporting existing Address Books from and to other email clients or accounts.

Prior to importing an address book into Open WebMail, you will need to *export* your address book from your offline e-mail client (Please consult the documentation for your offline e-mail client for instructions on exporting its address book). The exported file needs to be saved as a **CSV** file (Comma Separated Values) or a **TXT** file (ASCII Text File). Once you have properly exported your address book in the appropriate file format, you will be able to import it into the Open WebMail Address Book.

To import an existing address book, from Open WebMail, click the **Address Book**  icon on the toolbar and then click the **Import Addresses**  icon. You will then be redirected to the **Import Address Book**. This importer is compatible with Outlook Express 5 or higher and Netscape Mail 4.x or higher. Click **Browse** to locate the CSV or TXT file from the location on your computer where you saved it. Select the proper file and click **Open**. Finally, click **Import**, and your address book from your offline e-mail client will now be duplicated to the Open WebMail Address Book.

You can also perform the exact opposite procedure by exporting your Open WebMail Address Book to your offline email client or account. This is accomplished by clicking the **Export Address Book**  icon. On the **File Download** page, select **Open**. You will then be directed to a page with your

Address Book entries listed in plain text. Use **File > Save As...** to save the Address Book. Select **Text File (*.txt)** for the **Save as... Type**. You can now import these addresses to your offline email client or account.

QUESTIONS?

If you require further assistance using the Address Book in Open WebMail, please contact the ASC Help Desk at 410-706-HELP (weekdays, 8:00 a.m. - 5:00 p.m.) or send e-mail to help@umaryland.edu