

Address Book: Using Address Books

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What is the Address Book?

Address Book is where you store contact details. Zimbra has two default address books: **Contacts** and **Emailed Contacts**.

Using Address Books, you can:

- View contact information
- Add contacts to any of your address books
- Add contacts to email messages
- Create group contact lists, also known as email aliases
- Share contacts and address books
- Import and export address books
- Print contacts and address books

What is a contact?

A contact is an entry in an Address Book. Only a name is required to create a contact, but you can include any of the following information for a contact:

- Full name
- Multiple email addresses
- Work, home, and other addresses
- Phone numbers
- Notes about that contact

What is auto-complete?

When you compose an email, the auto-complete feature displays a list of names from your address books that match the text you are typing.

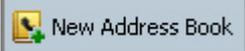
Click here to learn [how to use auto-complete to find an email address?](#)

How do I create an Address Book?

To create an Address Book:

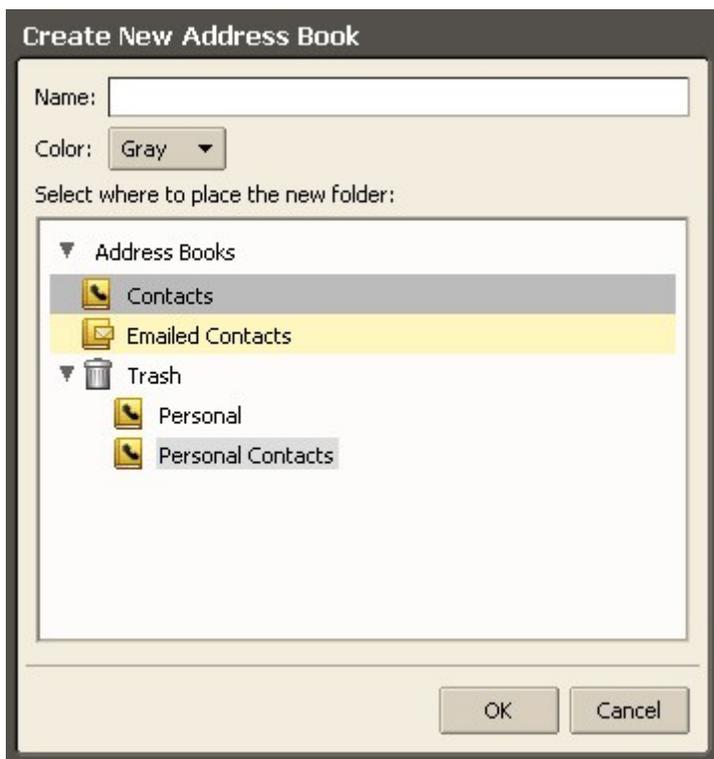
1. Click the **Address Book** tab.



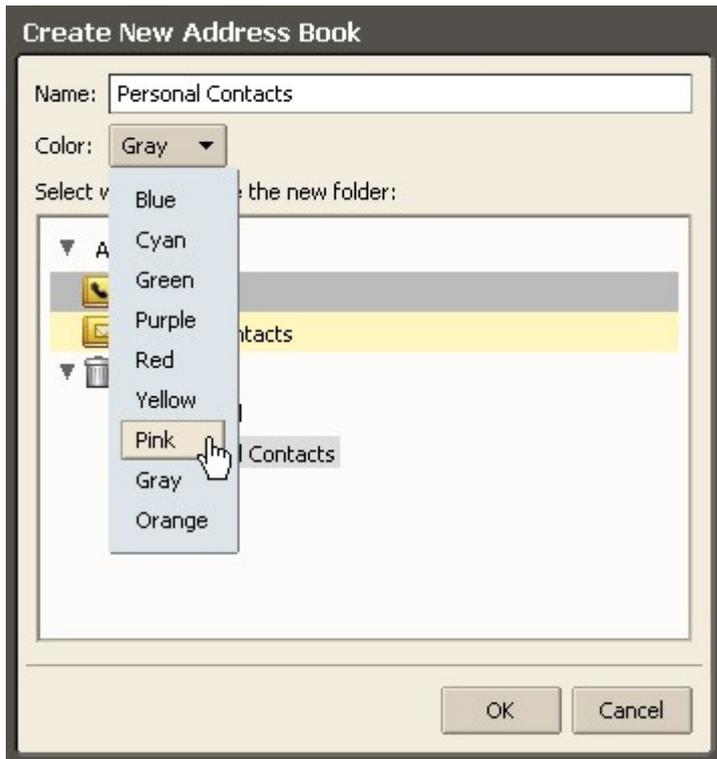
2. Click  in the Overview pane, on the left.



The Create New Address Book dialog is displayed.



3. Type a name for the Address Book in the **Name** field, and choose a color from the drop-down menu.



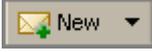
4. Click .

The new Address Book is listed under **Address Books** in the Overview pane.



How do I add a new name to my Address Book?

You can add a new contact in several ways:

- Clicking  on the toolbar.
- Right-clicking a name in a message header and choosing **Add to Contacts**.
- Send an email to a new email address. This automatically adds the new email address to your Emailed Contacts Address Book.

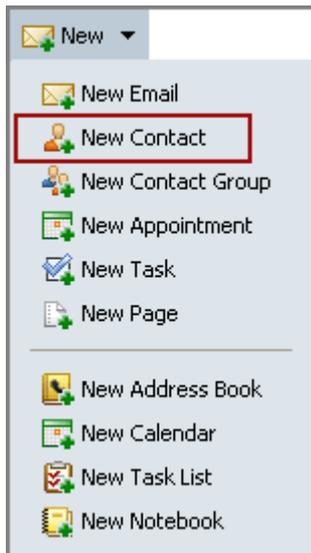
When you add a new contact, you:

- Enter a name and any other information, such as phone number and company information
- Select how you want to file the contact in your list
- Enter up to three email addresses and three mailing addresses

New contacts are displayed in your Address Book. Details for your contacts can also be displayed when you roll your cursor over a contact in an email message.

To add a new contact using the  button:

1. Click the arrow on  on the toolbar, and select **New Contact**.



The **New Contact** form opens.

Save Cancel Delete

Team, Zimbra

Personal Work Home Other Notes

Last: Job Title:

First: Company:

Middle:

File As: Address Book:

Email and Instant Messaging

Email: IM Address:

Email 2: IM Address 2:

Email 3: IM Address 3:

Add Photo

 Add New Photo

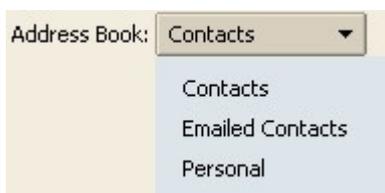
2. Enter the contact information, and upload a photo of this contact, if desired. The formats supported include .gif, .jpg, .png, .bmp, etc.

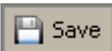
3. Select the following:

- Use the **File As** menu to select how you want to file the name in your Address Book. The default is to file the contact by last name, first name.



- Use the **Address Book** menu to select the Address Book to which you want to save the contact.



4. Click  Save on the toolbar.

Click here for a demonstration of [How do I add a new name to my Address Book using the](#)

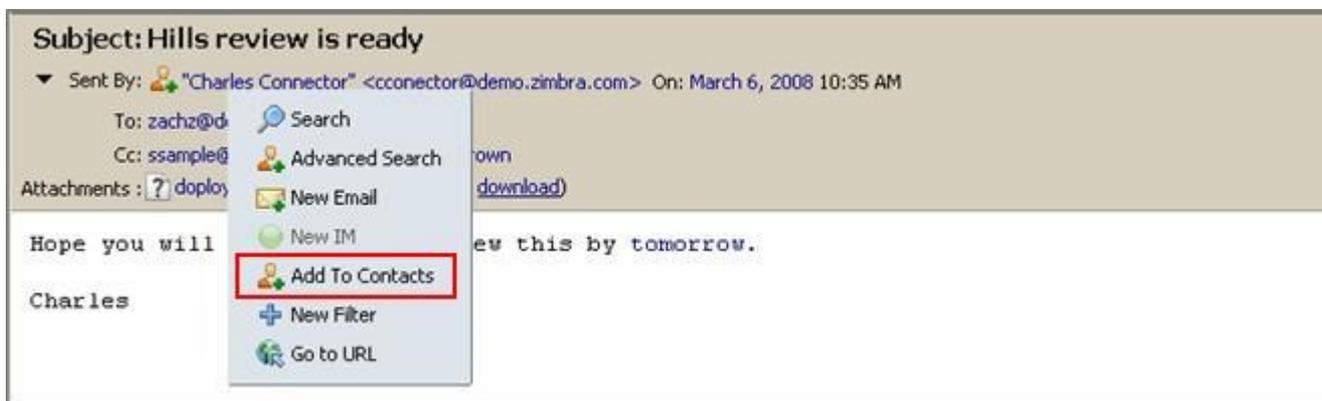
 New [button?](#)

To add a new contact from an existing email message:

1. Open the email message. The header is displayed in gray at the top of message.



2. Right-click a name in the **Sent By**, **To**, **Cc**, or **Bcc** fields, and choose **Add to Contacts**.



The **New Contact** form opens pre-populated with the information available from the email header. Add additional information and check the pre-populated fields for accuracy.

Save Cancel Delete

Team, Zimbra

Personal Work Home Other Notes

Last: Team Job Title:

First: Zimbra Company:

Middle:

File As: Last, First Address Book: Contacts

Email and Instant Messaging

Email: demofeedback@zimbra.com IM Address: None

Email 2: IM Address 2: None

Email 3: IM Address 3: None

Add Photo

Add New Photo Browse...

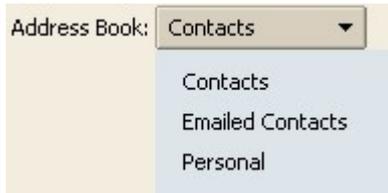
3. Select the following:

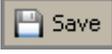
- Use the **File As** menu to select how you want to file the name in your Address Book. The default is to file the contact by last name, first name.

File As: Last, First

- Last, First
- First Last
- Company
- Last, First (Company)
- First Last (Company)
- Company (Last, First)
- Company (First Last)

- Use the **Address Book** menu to select the address book to which you want to save the contact.



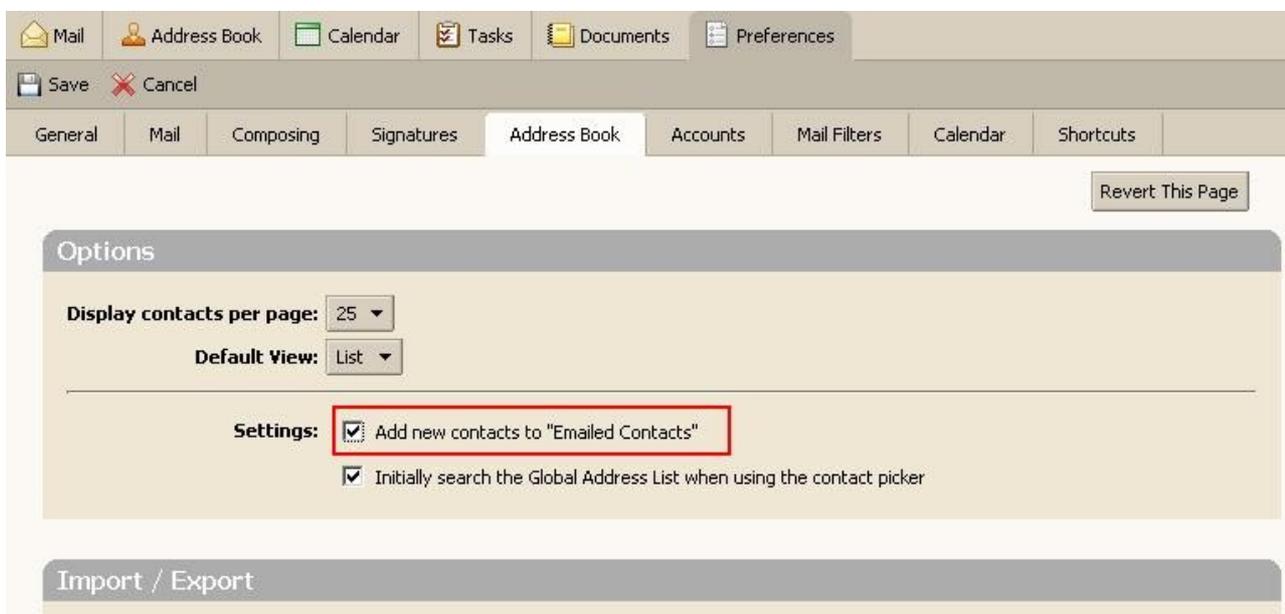
4. Click  on the toolbar.

How do I stop names from automatically being added to my Address Book? ▲

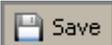
When you send an email to a new email address, that address is automatically added to your Emailed Contacts Address Book.

To stop names from being automatically added to your Address Book:

1. Click the **Preferences** tab.
2. Click the **Address Book** tab. The Address Book tab appears, as shown below.



3. De-select the **Add new contacts to "Emailed Contacts"** checkbox, which is highlighted above.

4. Click .

Address Book: Maintaining Contact Information

[How do I view contact information?](#)

[How do I change contact information?](#)

[How do I delete a contact?](#)

[How do I print contact information?](#)

[How do I search for a contact?](#)

How do I view contact information?

To open an Address Book to view your contact information:

1. Click the Address Book tab in the toolbar.

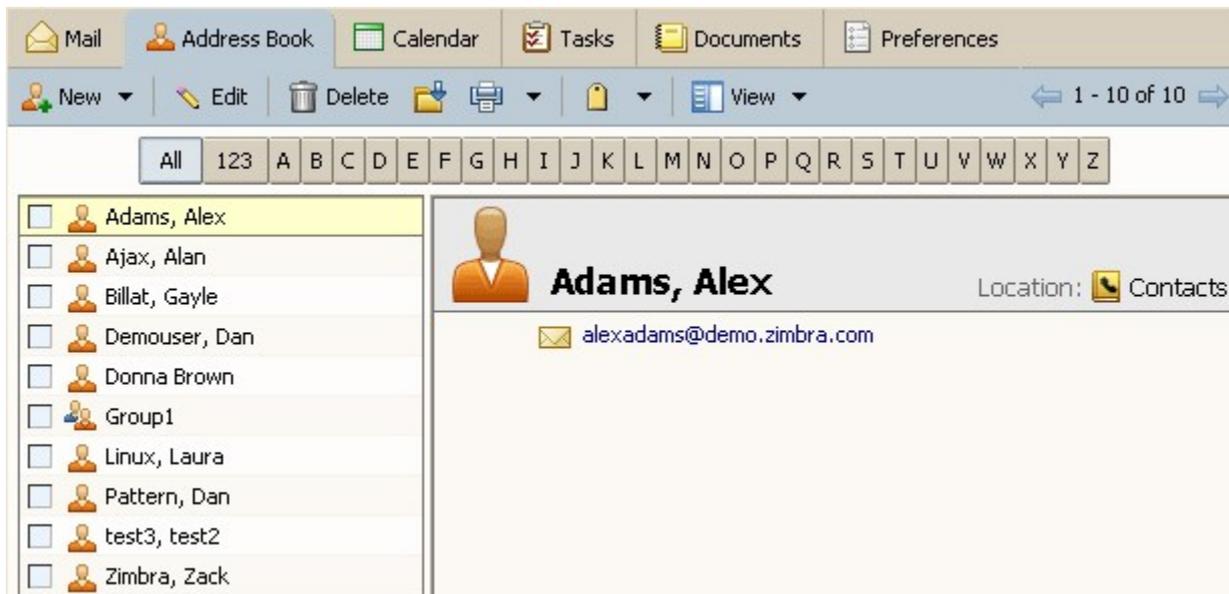


2. Click an Address Book in the Overview panel.

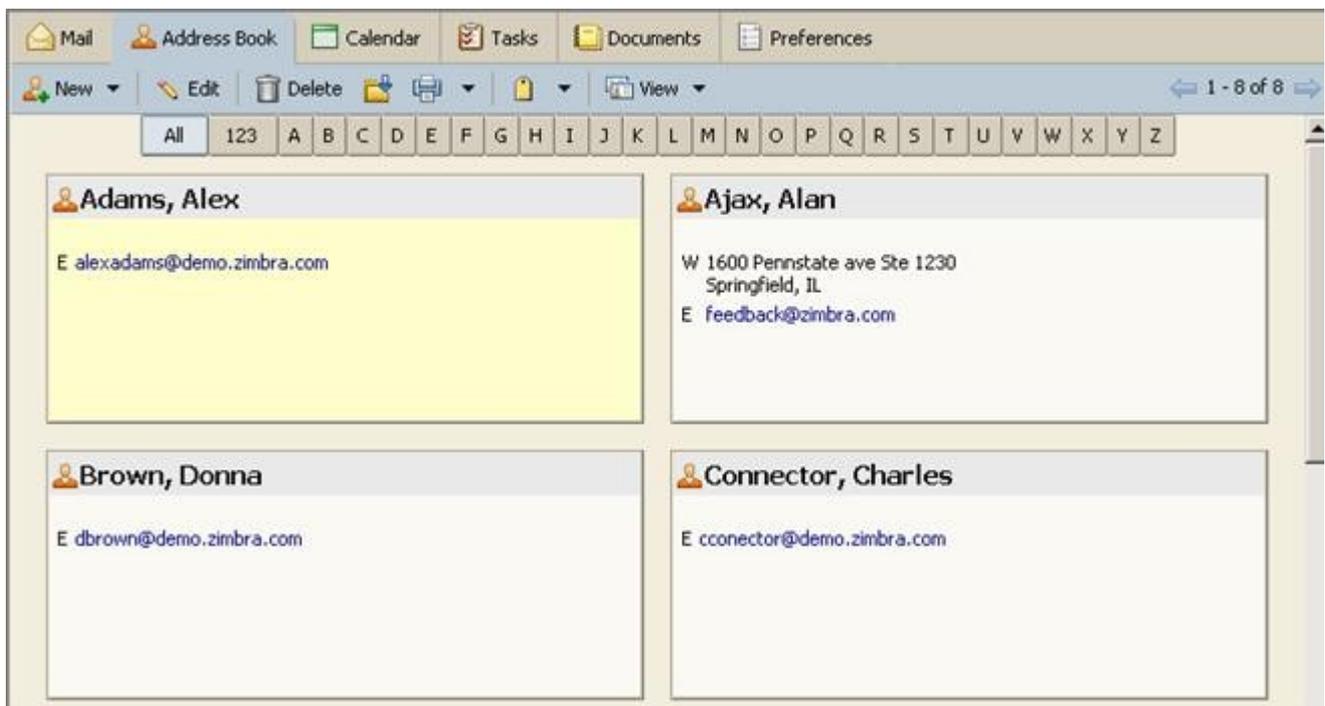


The contacts are displayed in your default view. The example below shows the **Contact List** view, which is a vertical list of all of your contacts.

Click any name in the contact list to view the contact information.



You can also view contact information in the **Detailed Cards** view, which is shown below.



To change the view from **Contact List** to **Detailed Cards** for one session, use the **View** drop-down menu on the toolbar.



To change your default view for Address Books:

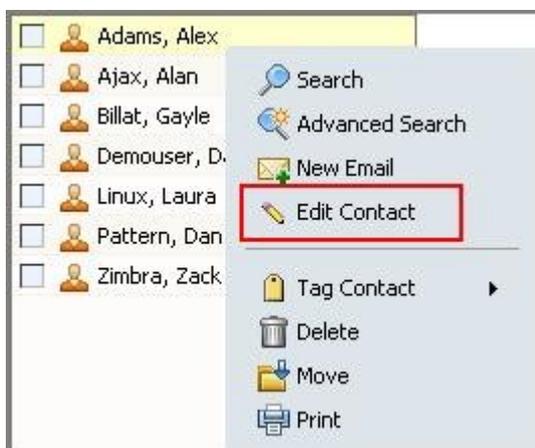
1. Select the **Preferences > Address Book** tab.
2. Select an option from the **Default View** drop-down menu in the **Options** area.



How do I change contact information?

To change or edit a contact:

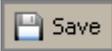
1. In the **Contacts** view, right-click the contact to be modified and choose **Edit Contact**.



The **Edit Contact** form appears.

The screenshot shows a web-based 'Edit Contact' form for a contact named Alan Ajax. At the top, there is a toolbar with icons for Save, Close, Print, Delete, and a lock icon. Below the toolbar, the contact's name 'Ajax, Alan' is displayed. The form is organized into tabs: Personal, Work, Home, Other, and Notes. The 'Personal' tab is active. The form contains several input fields and dropdown menus: 'Last' (Ajax), 'First' (Alan), 'Middle' (empty), 'File As' (Last, First), 'Job Title' (empty), 'Company' (empty), and 'Address Book' (Contacts). Below these fields is a section titled 'Email and Instant Messaging' with three email addresses (the first is feedback@zimbra.com) and three IM addresses, each with a 'None' dropdown menu. At the bottom, there is an 'Add Photo' section with a placeholder icon, the text 'Add New Photo', and a 'Browse...' button.

2. Make any changes in the **Edit Contact** form.

3. Click .

How do I delete a contact?

Contacts can be deleted in one of three ways:

- From an address book, select the contact to be removed, and click  on the toolbar.
- Drag the contact name to the **Trash** folder.
- Right-click on the contact and select .

When contact names are deleted, they no longer appear in your address book. Therefore, the contact information is no longer available for the address auto-completion, nor is it available in the address search dialog when you compose an email.

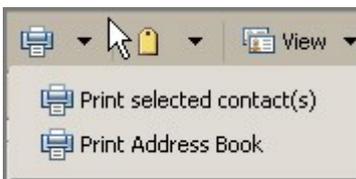
How do I print contact information?

You can print a complete address book or just print the information for one contact.

To print from address books:

1. Select an Address Book and either:

- Select a specific contact name and click the Print icon .
- Click the arrow next to the print icon and select **Print Address Book**.



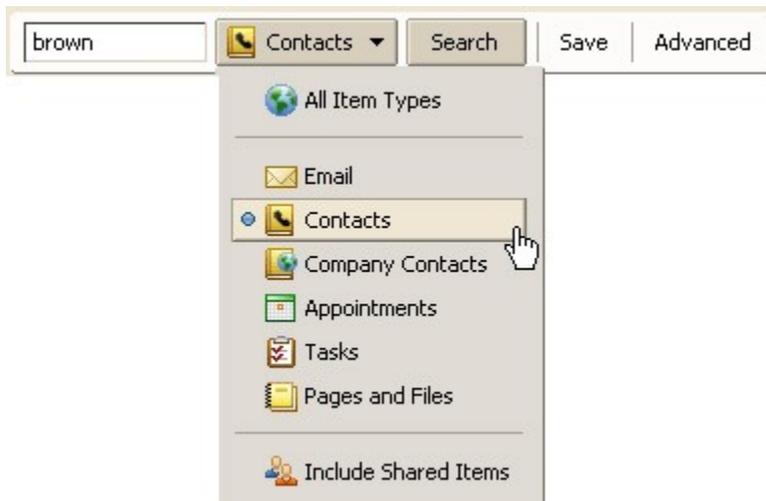
How do I search for a contact?

To search for a contact:

1. Type the contact name or other information into the search field.

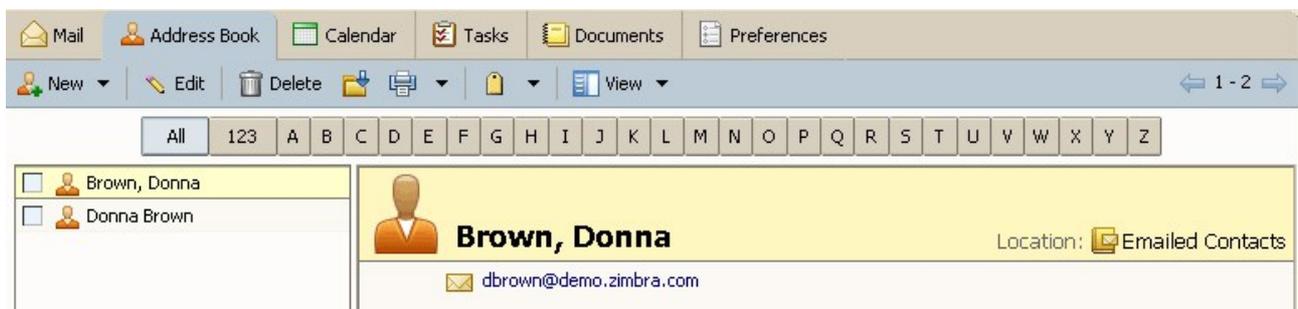


2. Click the arrow for the **Search** menu, and select **Contacts**.



3. Click .

All contacts matching the search are displayed in the contacts area.



Address Book: Advanced Tasks

[What is a group contact list?](#)

[How do I create a group contact list?](#)

[How do I import contacts from a different Address Book?](#)

[How do I export my Address Book?](#)

What is a group contact list?

The Group Contacts feature allows you to create contact lists, also known as email aliases, that contain multiple mailing addresses. When you select a group contact name, everyone whose address is included in the group list is automatically added to the address field of the message.

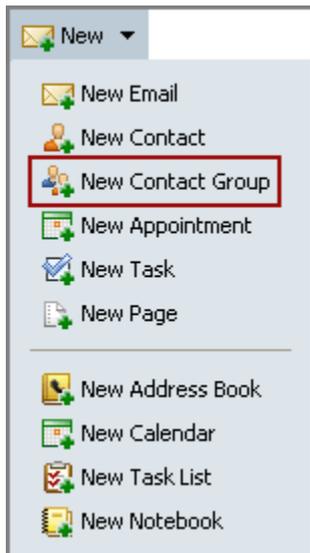
The icon  indicates that a contact name is a group contact.

How do I create a group contact list?

Click here for a demonstration of [How do I create a group contact list?](#)

To create a group contact list:

1. Click the arrow on  on the toolbar, and select **New Contact Group**.



The **New Contact Group** form is displayed.

The screenshot shows the 'Training Group' form. The 'Group Name' field contains 'Training Group' and the 'Address Book' dropdown is set to 'Contacts'. The 'Group Members' field contains the following text:

```
"Sample, Sam" <ssample@zimbra.com>  
"Ajax, Alan" <feedback@zimbra.com>  
"Aster, Ann" <ann.aster@zimbra.com>
```

The 'Add Members to this Group' section has a 'Find' field with 'A' and a 'Search' button. The 'in:' dropdown is set to 'Contacts'. Below this is a table of contacts:

Name	Email
Ajax, Alan	feedback@zimbra.com
Aster, Ann	ann.aster@zimbra.com

At the bottom of the 'Add Members to this Group' section are 'Add' and 'Add All' buttons, along with left and right arrow buttons.

2. Type the name for this Contact Group into the **Group Name** field.

3. Select the Address Book to which you want to add this Contact Group from the **Address Book** drop-down menu.

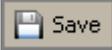
4. To add members to this group, either:

- Type a name into the **Find** field.
- Select the address book you want to search using the **in** drop-down list.

Names that match your entry are listed in the box below the **Find** field.

5. Select the names to enter and click **Add** or **Add All**. The names are added to the **Group Members** list.

6. You can also type email addresses directly in the **Group Members** list box. Separate addresses with either a comma (,) or a semicolon (;), or by pressing Return.

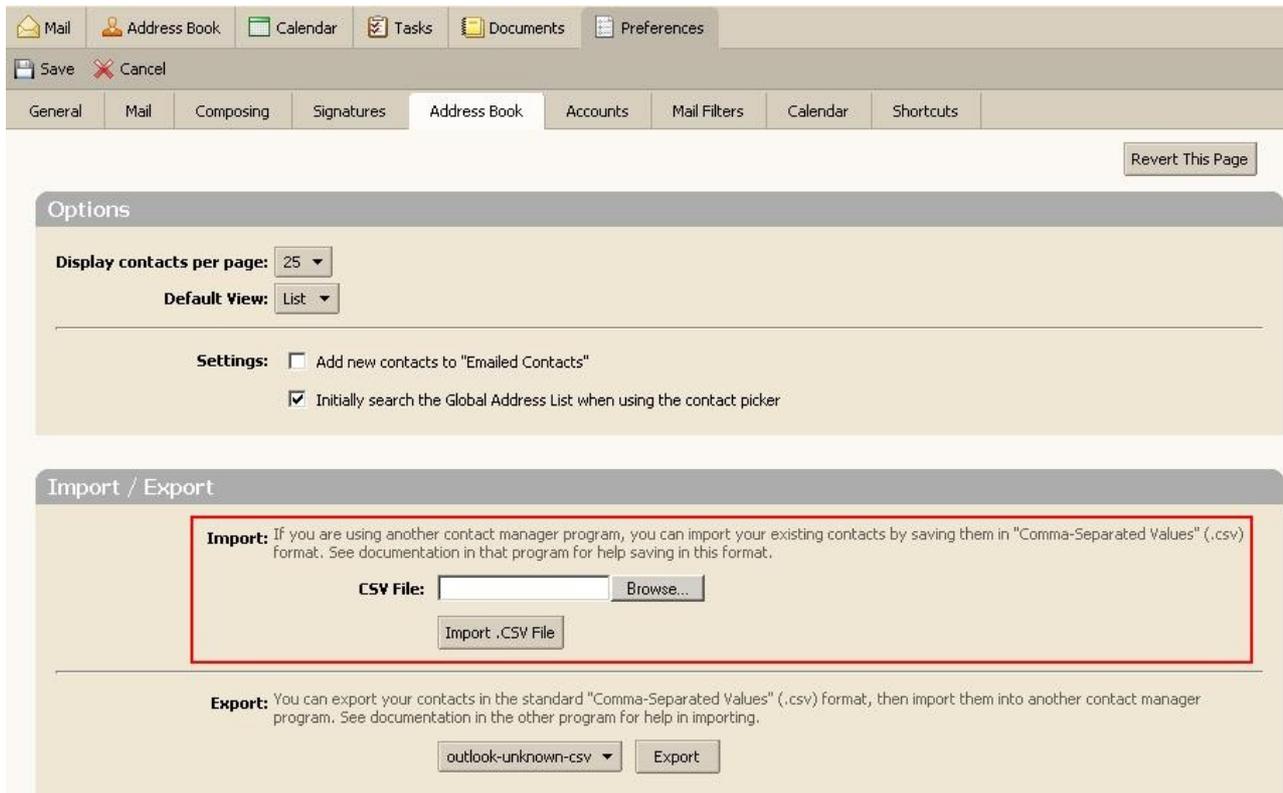
7. Click  on the toolbar. The new group contact is added to your address book.

How do I import contacts from a different Address Book?

You can import contact lists and address books that are saved in a comma-separated (.csv) text file format.

To import an address book:

1. Click the **Preferences** tab.
2. Click the **Address Book** tab. The Address Book tab appears, as shown below.



3. Click **Browse** in the **Import / Export** area to locate the .csv file to import. The **Import / Export** area is highlighted in the graphic above.

4. Browse to the .csv file you want to import.

5. Double-click the .csv file in the **File Upload** dialog.

6. Click **Import .CSV File**. The Choose Address Book dialog appears with a list of your address books.

7. Select the address book to import into or create a new address book.

8. Click **OK**.

Depending on the size of the .csv file, import may take a few minutes. When the import is complete, the **Status Box** shows the number of contacts successfully imported. Contacts are alphabetized by last name.

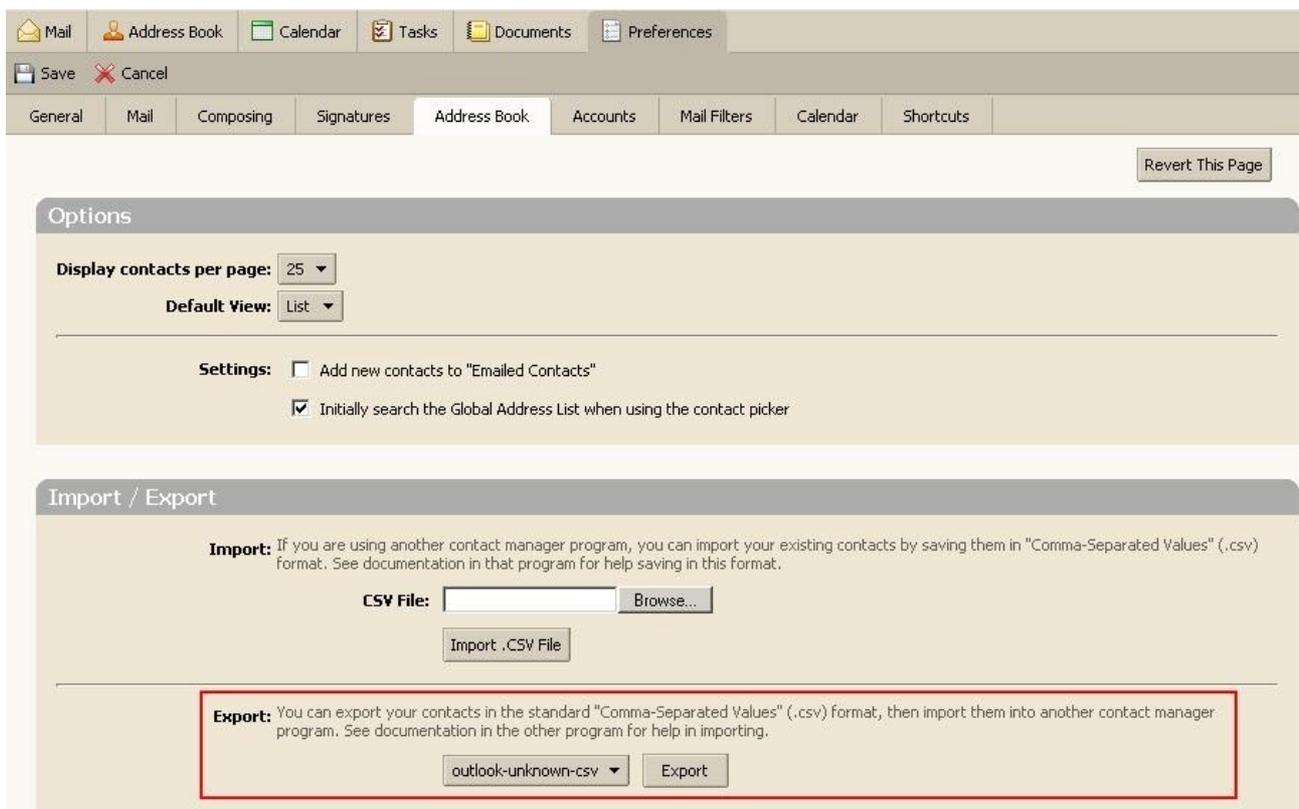
How do I export my Address Book?

Your address books are exported and saved in a comma-separated (.csv) text file format.

Click here for a demonstration of [How do I export my Address Book?](#)

To export an address book:

1. Click the **Preferences** tab.
2. Click the **Address Book** tab. The Address Book tab appears, as shown below.

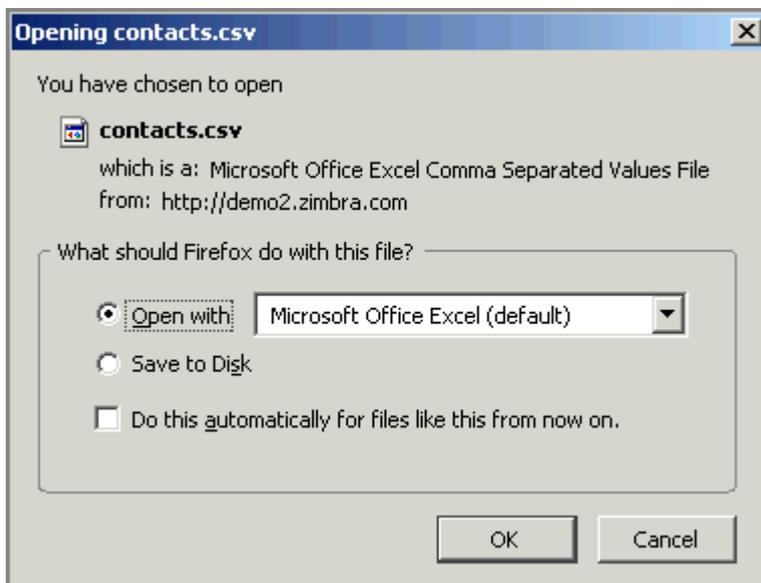


3. Click **Export as .CSV File** in the **Import / Export** area, which is highlighted in the graphic above.

The Choose Address Book dialog appears with a list of your address books.



4. Select the address book to export.
5. Click **OK**. An **Opening Contacts.csv** dialog appears.



6. Click **Save to Disk**.
7. Click **OK**.
8. Select where to save the file and enter a file name. The default name is **Contacts.csv**.

9. Click **Save**.