

Information this handout is excerpted from the help screens of Mail, Address Book and iCal. This information is intended as a jump-start; a quick overview and introduction to these applications. For additional information be sure to check the Help menu of Mail, Address Book and iCal.

The Address Book

District Address Book

The staff address book for Grandview Heights City Schools is already loaded into your address book. Names that pop up in the To field of your Mail program come directly from Address Book.

Creating a new contact

You can create a group to organize your contacts by categories, such as family or friends, or to easily send email to several people at once.

1. Choose File>New Card.
2. Enter the appropriate information in the new card.

Setting up your own contact information (Your Card)

In Address Book, you should make sure the address card that contains your personal information is marked as "me." This information is used by other applications, such as Mail, iChat, and Safari.

1. Select your card in Address Book. Make sure it contains your email address, phone number, and so on.
2. Choose Card > Make This My Card.
3. Add your picture to this card to have it show up in other applications that use Address Book.

You can also choose Card >"Go to My Card" to see your contact information.

Creating a group of contacts

You can create a group to organize your contacts by categories, such as family or friends, or to easily send email to several people at once.

1. In Address Book, choose View > "Card and Columns."
2. Choose File > New Group and enter a name for the new group in the Group column. You can also click the Add (+) button at the bottom of the Group column.

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3. To add a person to the group, drag the person's name from the Name column to the group name.
4. To remove a person, select the person's name and choose Edit > Remove From Group. You can choose to remove the person from the group or remove the person from Address Book.

You can also create a group by selecting multiple contacts, then choosing File > New Group From Selection.

Creating Smart Groups

Smart Groups are group addresses that Address Book automatically updates with new contacts when they fit the criteria you've specified for that group.

1. Choose File > New Smart Group.
2. Enter a name for the group.
3. Use the pop-up menus and entry field to specify the search criteria for the group. Click the Add (+) button to refine your search with additional criteria.
4. Select "Highlight group when updated" if you want to see when Address Book adds or removes a contact from the group.

To edit a Smart Group, select the item in the Group column and choose Edit > Edit Smart Group.