

Your Personal Address Book

To save time in finding the name, user ID or telephone number of a specific person, you can add this information to your personal address book.

This chapter covers the following topics:

- General Information
 - Adding Addresses to Your Personal Address Book
 - Adding External Addresses to Your Personal Address Book
 - Managing Your Address Book
 - Commands for Addresses
-

General Information

You can assign a nickname to any Con-nect user. This feature is particularly useful if the user ID of an addressee is difficult to remember. Once you have assigned a nickname, Con-nect accepts the nickname in any context. If you enter the nickname as addressee for a mail item, Con-nect checks *your* address book for the related user ID, and sends the mail to the right addressee (even if the same nickname happens to have been assigned to a different addressee by another Con-nect user).

When adding addresses to your personal address book, you are not limited to Con-nect users. For example, you can include the address and telephone number of your doctor or tax advisor; however you *cannot* send anything to these addressees via Con-nect.

If your administrator has disallowed "Send External Mail", you cannot send mail to an external user, and you cannot create a nickname for an external user.

However, if your administrator has defined nicknames for external users (in cabinet SYSCNT), you can send mail using these nicknames (despite the fact, that the external send function has been disallowed for you).

Adding Addresses to Your Personal Address Book

Issue the following command sequence from any point in Con-nect:

```
ADD Address
```

The "Add Address" screen appears.

```

9:28 AM          * * * C O N - N E C T 3 * * *          2.Feb.94
Cabinet LS          Add Address          Wednesday

  Address Name _____

as Nickname for _____ (any Send Addressee)

  Mark to Add _ Work/Home Address

          Folder Work_____ File _____

  Description _____
  _____
  _____

  Private use _ or Security Read 7  Modify 7  Copy 7  Print 7

Complete the information above and press ENTER to add
  Command /
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
          Help  Menu  Quit          Mod          Frmat Flip Last Home

```

In addition to the information which you enter in every "Add" screen (see *The "Add" Screens*), you must specify the following information in the "Add Address" screen.

Address Name

A unique nickname that must not exceed 20 characters.

You can also enter the name of a person who is not a Con-nect user. However, you *cannot* send anything to this addressee via Con-nect.

You can use the nickname to send mail to this addressee. Of course, you can still use the person's name or user ID instead.

as Nickname for

The last name or user ID of the Con-nect user. You can also enter the name of a distribution list, a bulletin board, a cabinet or an external addressee.

For example, if you enter a last name and more than one Con-nect user has that last name, a window appears which lists all users with that last name. You must then mark the required user with any character and press ENTER.

You can also enter the last name followed by the first name - separated by a comma.

You can also enter an asterisk (*) in this line to select the name from a list. See *Selecting Addressees* for information regarding the resulting window.

You *must* leave this line blank if the nickname specified in the "Address Name" line applies to a person who is not a Con-nect user.

Mark to Add _ Work/Home Address

Optional - you can mark this field if you want to store the work or home address in your address book.

Press ENTER.

If you did not mark the "Mark to Add _ Work/Home Address" field, the blank "Add Address" screen re-appears and you can add another address, or quit the function.

If you marked the "Mark to Add _ Work/Home Address" field, the screens mentioned below are displayed.

If a mail status message has been set for the user, the mail status message is displayed first. You then have to press ENTER to display the "Add Address Name" screen.

```

2:42 PM          * * * C O N - N E C T 3 * * *          4.Jan.00
Cabinet LS          Add Address Johnny          Tuesday

Mail Nickname for Eshberry,John          ESH

      Company Research Associates_____ Title Manager_____
      Department Public Relations_____ Number _____
      Location Building 4_____
      Address 1537 Research Circle_____
      _____
      City Maplewood_____ MN_____
      Postal Code 55109_____ Country USA_____
      Phone 1 __1 777-1234_____ 103__ Phone 2 _____
      Mobile _____ Fax __1 777-1234_____ 891__
      Cc Long,Sonia          Cc 2
      LS (User)
      E-mail John.Eshberry(a)r-asso.com_____
      Internet http://www.r-asso.com_____
                                          Mark for Home Address _
Enter a command, press a PF-key, or enter * to display commands
Command /          /
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Menu Quit          Mod          Frmat Flip Last Home

```

If you entered a Con-nect user as addressee, the user's name and user ID are filled in by Con-nect in the "Nickname for" line.

Note:

When you add a nickname for an external node, two additional lines appear below the "Nickname for" line and you can specify last name, first name, initial and sex.

If the user's work address has been defined by the administrator, this information is also shown. You can modify all address information except Cc and Cc 2.

The company name, department and phone number will also be shown in the "Display Addresses" screen (see *Managing Your Address Book*).

If you want to define the user's home address, mark the "Mark for Home Address" field and press ENTER. The "Add Home Address *name*" screen appears. If it has been permitted by the administrator, you can see the home address defined by the administrator. Otherwise, the screen is empty.

```

2:45 PM          * * * C O N - N E C T 3 * * *          4.Jan.00
Cabinet LS          Add Home Address Johnny          Tuesday

Mail Nickname for Eshberry,John          ESH

Home Address 9999 Dodd Road_____
          _____
          City St. Paul_____
Postal Code 55111_____ Country USA_____
Phone __1 555-987-654_____ Fax _____
E-mail _____
Miscellaneous
  Birthday 01.Jan. 1966_____
  Hobby Traveling_____
  Married Yes_____
  Children Jessica, Charles_____
          _____
          _____
Copy misc.from _ (0-SYSCNT 1-LS 2-ESH)          Only Headers X Overwrite _

Enter a command, press a PF-key, or enter * to display commands
Command /
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Menu Quit          Mod          Frmat Flip Last Home

```

See *Modifying Your Own User Address* for information on the fields in these screens.

When working with nicknames for users and cabinets, you can decide whether the Miscellaneous information is copied from cabinet SYSCNT (option 0), your own cabinet (option 1) or from the cabinet for which you are adding the nickname (option 2). When working with nicknames for external addresses, distribution lists or bulletin boards, option 2 is not available.

Enter as much information as you wish and issue the QUIT command to add the information.

Caution:

If you do not issue the QUIT command to add the information, but issue any other command instead, the address is *not* saved.

The blank "Add Address" screen re-appears and you can add another address, or quit the function.

Adding External Addresses to Your Personal Address Book

You can add the following external addresses to your personal address book:

- Printer Node
- External Con-nect Node
- Telex, Teletex or Telefax Node
- SNADS Node
- Internet E-mail Address

Printer Node

To add a printer node to your personal address book, enter the name by which the administrator has defined the printer node in the "as Nickname for" line.

When you press ENTER, a window is displayed. You can specify further information in this window. See *Printers as External Mail Nodes* for information regarding this window.

When you mark the "Mark to allow modifications" field, the "Print Mail" window is displayed each time you send mail to that printer.

Press ENTER to add the printer node to your personal address book.

External Con-nect Node

To add an external Con-nect node to your personal address book, enter the name by which the administrator has defined the external Con-nect node in the "as Nickname for" line.

When you press ENTER, a window is displayed and you must specify the addressee at the external Con-nect node. See *External Con-nect Nodes* for information regarding this window.

Press ENTER to add the external Con-nect address to your personal address book.

Telex, Teletex or Telefax Node

To add a telex, teletex or telefax node to your personal address book, enter the name by which the administrator has defined the telex, teletex or telefax node in the "as Nickname for" line.

When you press ENTER, a window is displayed and you must specify the telex, teletex or telefax number of the node. See *Sending a Telex, Teletex or Telefax* for information on the fields in this window.

```

9:40 AM          * * * C O N - N E C T 3 * * *          14.Feb.94
Cabinet LS          Add Address                          C01010

Address Name Hoback_____
+-----+-----+
as !                Add Telex Node CHICAGO              !
!                                                         !
! To: _____ !
! From: _____ !
! Subject: _____ !
! Telex Number _____ !
! Answer Back _____ !
! Send between 0000 (hhmm) in GMT ! _
!           and 0000 (hhmm) in GMT ! _
! Number of Retries 0           Device _____ ! _
!           Mark _ to allow modifications at send ! _
!                                                         !
+-----+-----+

Complete the information above and press ENTER to add
Command / /
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Menu Quit In      Send Foldr Docs Note Cal Flip Last Home
    
```

You may also complete the other fields in the window if you want them to be filled in automatically by Con-nect each time you send a telex, teletex, or telefax to this address. If you want to fill in this information yourself, you must mark the "Mark to allow modifications at send" field.

Depending upon whether you specified a telex, teletex, or telefax number, or whether you allow the information to be modified before sending, one of the following will occur:

Modifications Allowed	Number Specified	Results
No	No	A window appears. The fields "To", "From", "Subject", and "Number" can be modified.
No	Yes	A window does not appear.
Yes	No	A window appears. All fields can be modified.
Yes	Yes	A window appears. All fields can be modified.

Press ENTER to add the telex, teletex or telefax address to your personal address book.

SNADS Node

To add a SNADS node to your personal address book, enter the name by which the administrator has defined the SNADS node in the "as Nickname for" line.

When you press ENTER, a window is displayed and you have to specify the node ID and user ID of the recipient. See *Sending Mail to a SNADS Node* for information on the fields in this window.

```

11:55 AM          * * * C O N - N E C T 3 * * *          14.Feb.94
Cabinet LS          Add Address                          Friday

  Address Name Gerry_____

as Nickname ----- ee)
  I
Mark to def I          SNADS Node NEWYORK              I
  I
  I  Recipient Node ID:  NEW_____ YORK_____      I
  Fol I                (Group)      (Element)         I
  I
  Comme I  Recipient User ID: _____             I _____
  I                (Group)      (Element)         I _____
  I
  I
-----
Private use _ or Security Read 5  Modify 5  Copy 5  Print 5

Command /
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
  Help Menu Quit In   Send Foldr Docs Note Cal Flip Last Home

```

Press ENTER to add the SNADS address to your personal address book.

Internet E-mail Address

To add an Internet e-mail address to your personal address book, enter the name by which the administrator has defined the Internet e-mail node in the "as Nickname for" line.

When you press ENTER, the "E-Mail Address" window is displayed.

```

9:39          * * * C O N - N E C T 3 * * *          13.Jan.2000
Cabinet LS          Add Address          Thursday

+-----+
!                               E-Mail Address          !
as ! _____ !
!                               !
!           As 'at' sign write (a) instead of @          !
+-----+

Folder Work_____ File _____

Description _____
_____
_____

Private use _ or Security Read 7 Modify 7 Copy 7 Print 7

Command / /
Enter an addressee or use PF3 to quit the window
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
          Quit          Save

```

Enter the addressee's internet e-mail address substituting the "at" sign (@) with the lower-case letter "a" in brackets, i.e. "(a)".

Press PF5 to save the address.

Managing Your Address Book

Issue the following command sequence from any point in Con-nect to display a list of all available addresses in your personal address book:

```
DISPLAY Address
```

As a result, the "Display Addresses" screen appears:

Cmd	Address	Company/Department	Phone	Ext.
9:35 AM		* * * C O N - N E C T 3 * * *		2.Feb.94
Cabinet LS		Display Addresses		Wednesday
---	-----	-----	-----	-----
___	Dentist		345349	
___	Dr. Player		675353	
___	Geoff	Fisherman	6742	341
___	John	Research Associates Public Rela	777	103
___	Katie	Translations Inc.	7462	768
___	Thomas	Car Service	6142-92	317
Cmds are 1 or 2 characters from the list below (FLIP for PF-keys)				
	Command /			/
	Display	Erase	File	Info
			Modify	Print
				Top

The addresses are arranged alphabetically. Your own addresses are displayed first followed by those created by the Con-nect administrator. The columns display the following information:

Address

The nickname you have given to the addressee, or the nickname the Con-nect administrator has given to an addressee.

Company/Department

The company name and department. Addresses which have been created by the Con-nect administrator are marked with (S); you can use these addresses, but cannot erase, file or modify them.

Phone

The work phone number.

Ext

The extension to the work phone number.

Commands for Addresses

The command prompting line of the "Display Addresses" screen shows all the commands which apply to addresses. The commands are described in section *Commands*. The following exceptions apply for addresses:

INFO

When you issue the INFO command in conjunction with a specific address, the "Info for Address *Name*" screen appears and you can modify the nickname and/or description.

MODIFY

When you issue the MODIFY command in conjunction with a specific address, you can modify the work/home address.