

Add a custom address list to your Outlook 2000 toolbar

If you send e-mail to the same people frequently, you can automate the process of creating and addressing the message. With Outlook 2000, you can add a custom menu that lists the people to whom you send e-mail most often. Then, with one click, you can create a new message that's addressed to the person you want to send it to. And, if you regularly send e-mail with the same subject line, such as a weekly report, you can also create a message that has the subject line filled in.



There are two parts to creating a custom list of recipients. First, create the menu. Then, add the e-mail addresses and subject lines to it.

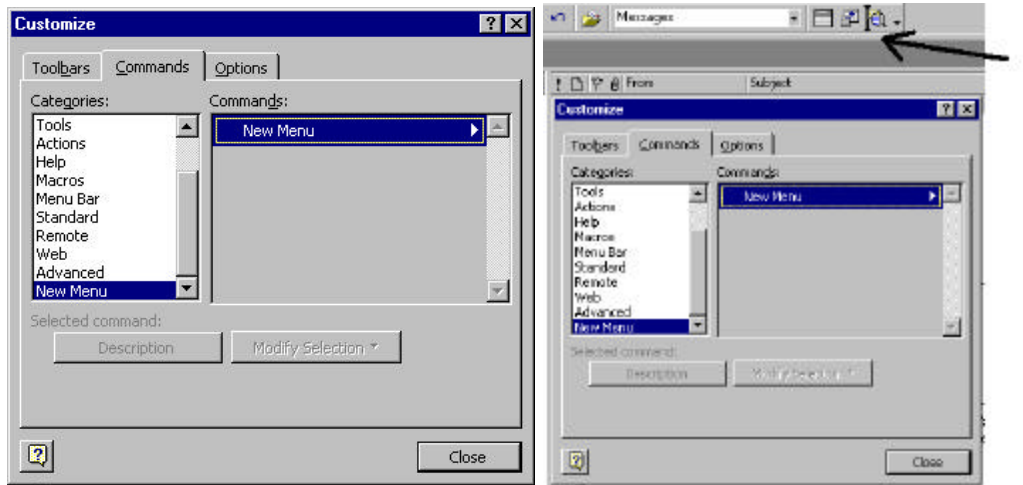
Create a custom menu

1. On the **Tools** menu, click **Customize**, and then click the **Commands** tab.

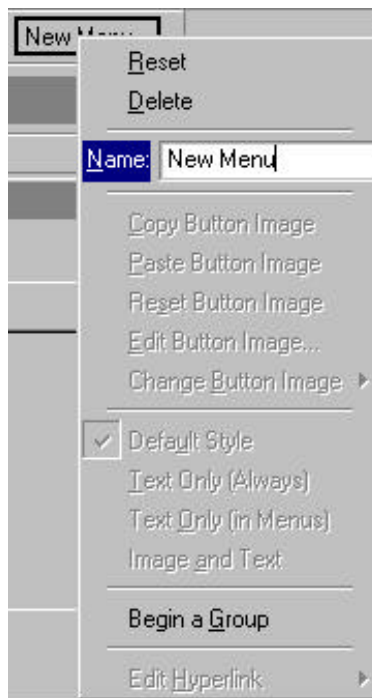


2. In the **Categories** list, click **New Menu**.

3. In the **Commands** list, click **New Menu** and drag it to the toolbar. When the pointer looks like an I-beam, release the mouse button.



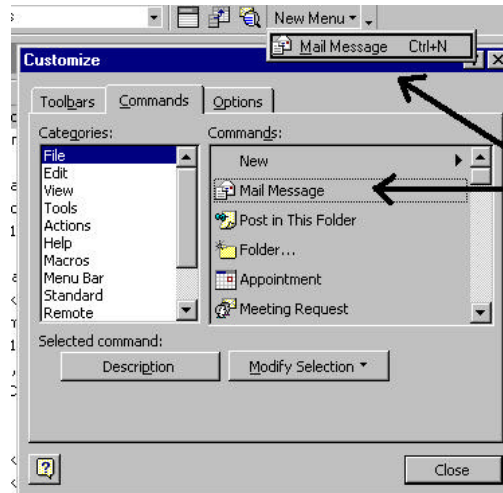
4. On the toolbar, right-click the **New Menu** button, and in the **Name** box on the shortcut menu, type a name for the new menu.



Add e-mail addresses and subject lines

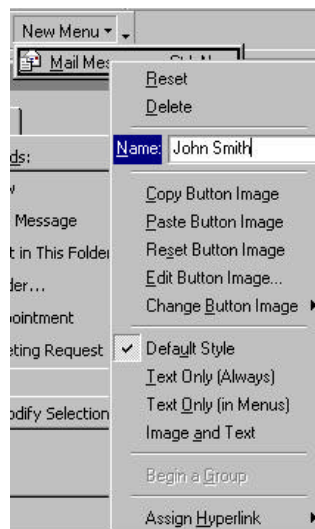
1. In the **Customize** dialog box, in the **Categories** list, click **File**.

2. In the **Commands** list, click **Mail Message** and drag it to the custom menu that you added to the toolbar. When you rest the pointer over the custom menu, a gray box appears. Drop the **Mail Message** command onto the gray box. If you are adding a subsequent command, no gray box will appear. Drop the command onto the most recent command you added.

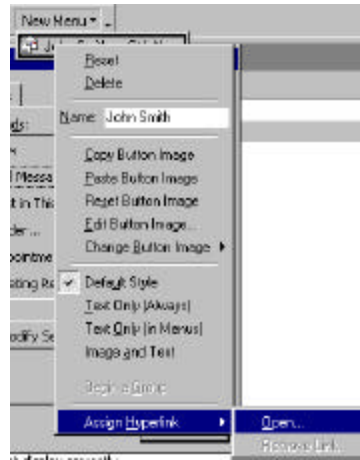


If you want to use a different icon, choose the command from the **Commands** list that has the icon you want. For example, if you add a distribution list, you can use the **Distribution List** command to get the distribution list icon.

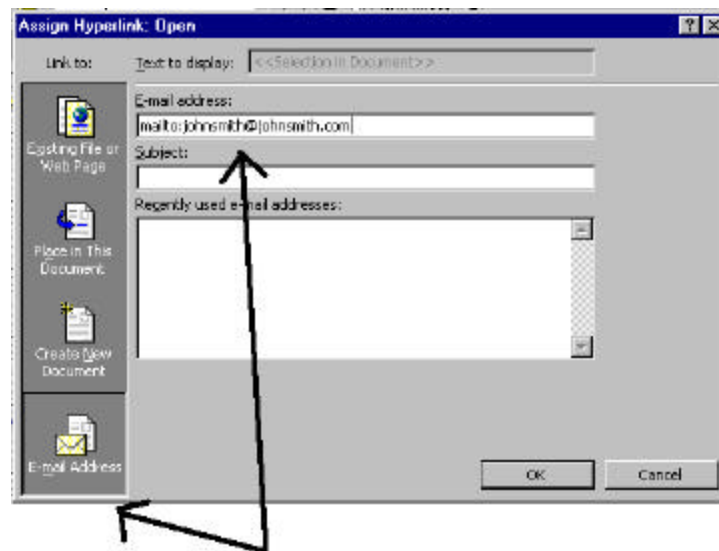
3. On the new menu, right-click the **Mail Message** command, and in the **Name** box on the shortcut menu, type a name for the person, distribution list, or alias you're assigning to the command.



4. Then, on the same shortcut menu, point to **Assign Hyperlink**, and then click **Open**. If the shortcut menu is not open, right-click the **Mail Message** command on the new menu.



5. Under **Link to**, click **E-mail Address**.
6. In the **E-mail address** box, enter the e-mail address of the person, distribution list, or alias you want to assign to the command. If you want this automatically addressed message to also have a standard subject line, such as **Status Report**, type it in the **Subject** box.



Repeat these steps for each person, group, or standard subject line you want to add to the button.