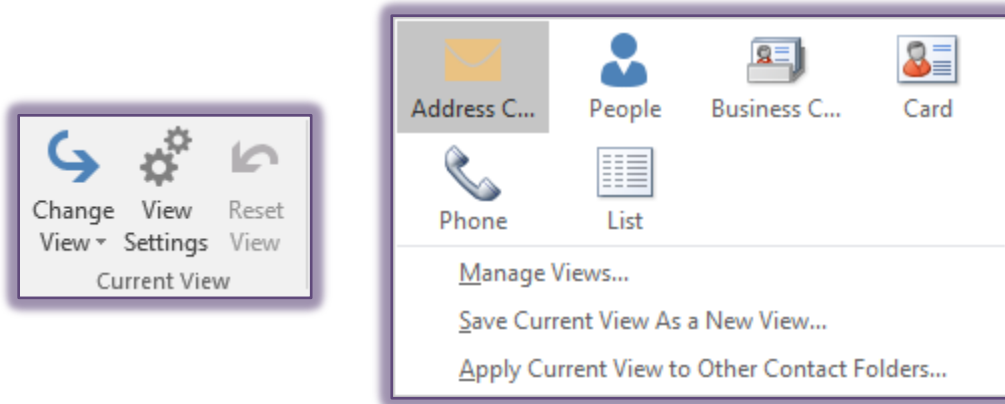


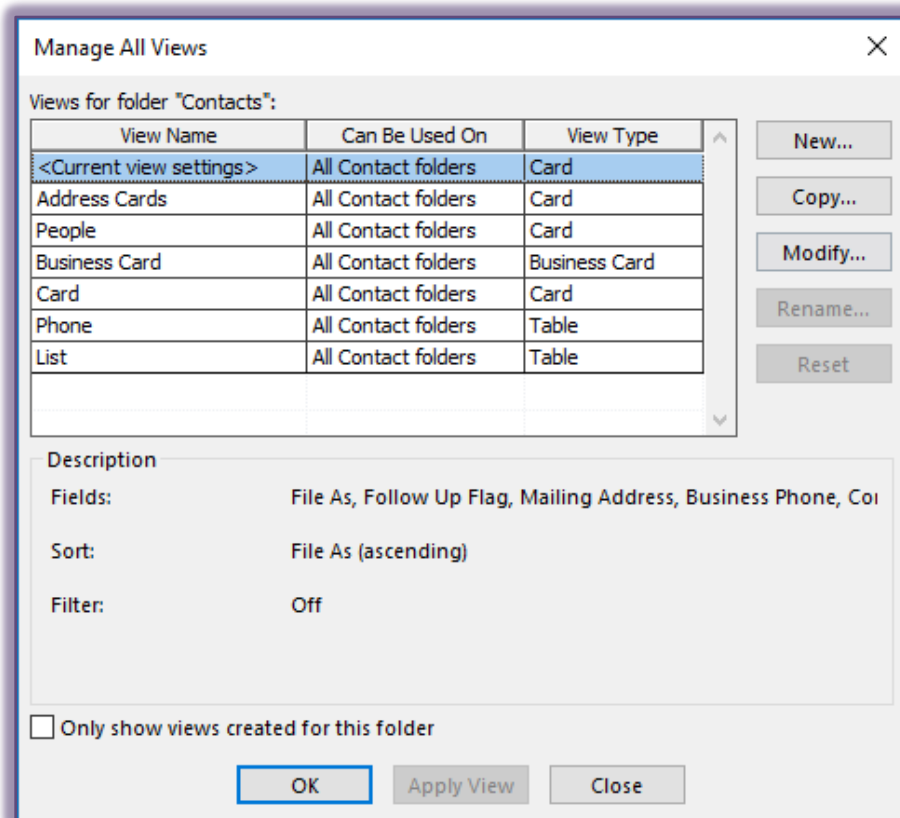
FILTER CONTACT VIEW

When using this feature, it is possible to display items in a folder that match certain criteria. It is only possible to apply a filter to the Current View. If the view is changed, all the available contacts will be displayed. To filter the Contacts list, complete the steps below.

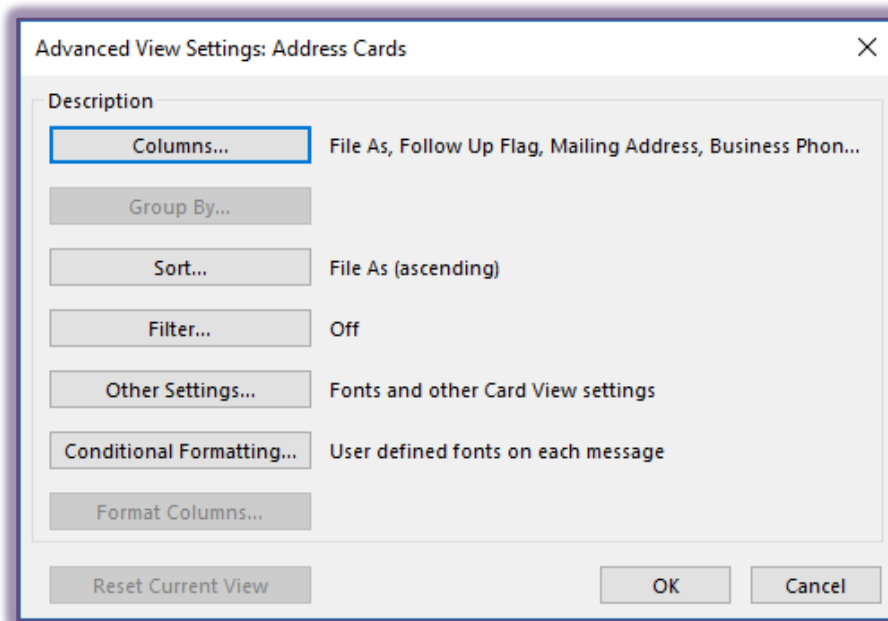
- ✦ Click the **View Tab** in the **Contact** window.
- ✦ In the **Current View Group**, click the **Change View** button arrow.



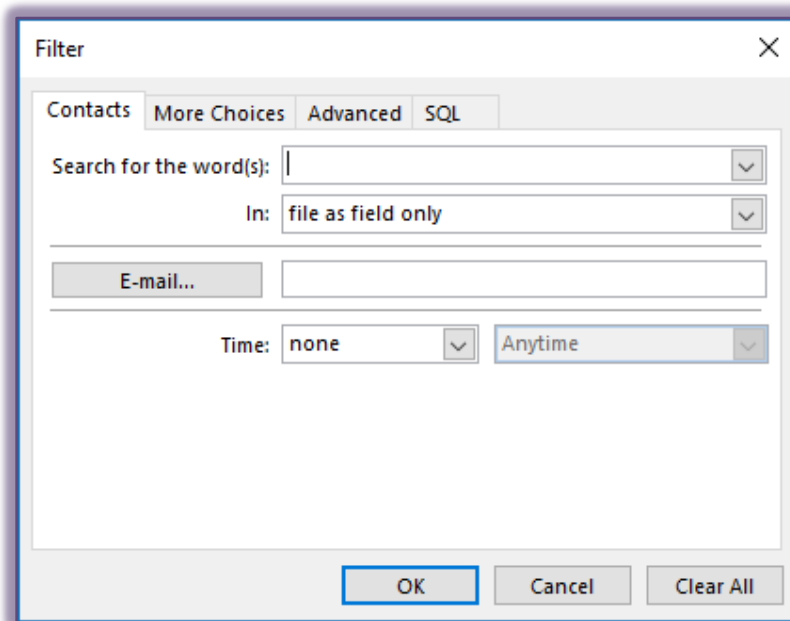
- ✦ Click the **Manage Views** link.
- ✦ The **Manage All Views** dialog box will display.



- ✦ In the **View for Folder** list, select the view that is to be changed.
- ✦ Click the **Modify** button.
- ✦ The **Advanced View Settings** window will display.
- ✦ Click the **Filter** button.



✦ The **Filter** dialog box will appear.



- ✦ This dialog box has four different tabs where choices about filtering can be specified.
- ✦ In the **Contacts** tab, specify any of the choices in this box.
- ✦ Click the **More Choices** tab.
- ✦ To have **Contacts** filtered by **Category**, click the list arrow for **Categories** and then select a Category.
- ✦ Make a choice from any of the other items by clicking the check box next to the item.
- ✦ Once the check box has been clicked, the available list items will appear in the list box.
- ✦ Make any choices from the **Filter** dialog box.
- ✦ Click the **Clear All** button to remove all the filtering options.
- ✦ Click **OK** three times to close all the dialog boxes.
- ✦ The filter should be applied to the selected view.