

How to Edit an Address Book


<https://campus.barracuda.com/doc/76284208/>

This article describes how to edit an Address Book, in cases including:

- you need to add small amounts of data at a time
- you were not able to import data and need to add all new data
- you imported data, but need to update some values

Before you begin with this article, make sure you have completed the steps in [How to Create an Address Book](#).

Each Address Book is intended to be used with a single campaign. Creating a new Address Book for each campaign helps ensure an accurate list of recipients.

1. Navigate to **Campaigns > Address Books**.
2. In the **Address Books** page, locate the Address Book you want to edit and click the edit button .
3. In the **General Settings** section, you can update the **Name** and **Description** of the Address Book if you choose.
4. Click **Insert** to begin manually inserting Address Book entries.
Click **Email Addresses** to view the list of addresses and charts describing the addresses.
5. Enter information in the appropriate fields.

Note the following:

- Use the predefined fields first, rather than using Custom fields. For example, use the Country field, rather than defining a Custom field to include Country data.
- It is best to be as consistent as possible so your filters will be applied consistently. For example, if you want to filter for Language Code in your campaign, you might want to specify the filter as **English**. But filtering for **English** will not match any entries using the ISO code **en**.
- Fields imported from Microsoft 365 sources are noted with a [†] symbol and cannot be changed or mapped to other fields. For Microsoft 365 field names, refer to [Microsoft 365 Connection Manager](#).
- **Email Address**[†] – (Required) Properly formatted email address for this contact.
- **First Name**[†] – First name associated with the contact email address.
- **Last Name**[†] – Last name associated with the contact email address.
- **Full Name**[†] Complete name associated with the contact email address, usually consisting of the first and last name, but can also include a middle name.
- **Personal Title** – Title associated with the contact email address, such as Dr., Mr., Ms., and so on.

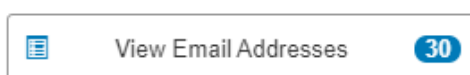
- **Name Suffix** – Any descriptors that follow the full name, like Jr., III., Esq., and so on.
- **Hire Date** – The date this user associated with this email joined your organization. **Hire Date** must be in one of the following formats: YYYY-MM-DD, MM/DD/YYYY, DD-MM-YYYY, or YYYYMMDDHHMMSSZ.
- **Organization Area** – Part of the organization, like department or division, corresponding to the email address entry.
- **Organization Level** [†] – Title or management level corresponding to the email address entry.
- **Organization Tenure** – How long the person has been with the organization. Can be a numerical or alphabetical entry.
- **Mobile Phone** [†] – Mobile phone number associated with this contact email address that can be used for text messaging. (The ability to create and run new SMS and/or voice campaigns is currently unavailable in the product.)
- **Phone** – Phone number associated with this contact email address to receive voice messaging. (The ability to create and run new SMS and/or voice campaigns is currently unavailable in the product.)
- **Company** – Name of the organization corresponding to the email address entry.
- **Country** – Geographic country corresponding to the email address entry.
- **Region** – Geographic region where the email address is located, like **EMEA** or **Northeast**. You can also choose to use ISO region codes.
- **Site/Location** [†] – Descriptor for the location of the email address, like **Manufacturing** or **Downtown Branch**.
- **Language Code** [†] – The language code corresponding to this contact email address. This is usually the ISO language code.
- **Timezone** – Time zone associated with this contact email address. The time zone is used to determine when to send campaign emails. (Go to **System > Address Book Time Zone Mapper** to set the time zone.)
- **Street Address** – Geographic street address corresponding to the email address entry.
- **City** – Geographic city corresponding to the email address entry.
- **State** – Geographic state corresponding to the email address entry.
- **Zip Code** – Zip or other postal code for the geographical address corresponding to the email address entry.
- **Source** – The source of the email address. This field can be an Open Source Intelligence source or perhaps data from human resources or a response from a certain marketing campaign.
- **Customer Training URL** – If you are using an external training system, the URL for the external customer training.
- **Manager Email Address** – Email address of this Address Book entry's manager.
- **Manager Name** – Name of this Address Book entry's manager or supervisor.
- **Custom Fields** – Additional information that does not correspond to one of the fields above. There are 40 available custom fields. Custom fields might have a generic name like **Custom1** or might have a custom name like **Cost Center**. Refer to [Custom Field Naming Utility and Custom Fields](#) for more information.

6. Click **Save** to save each address you enter.

Deleting or Deactivating a Single Entry

You can delete single address book entries, if needed, provided that they have not yet been used in a campaign. You can deactivate, but not delete, email addresses that have been included as part of a campaign. See below.

To delete or deactivate an address book entry:



1. Click **View Email Addresses** to view the list of addresses and charts describing the addresses.
2. Locate the address and take the appropriate action:
 - To *delete* the address, click the delete **X** button in the **Action** column.
 - To *deactivate* the address, clear the **Active** checkbox for that entry.

Authorizing Domains

Before you can send emails in a campaign, you must prove you are authorized to send emails to that domain. For details, refer to [Domain Authorization](#).

Domain Authorization Fields

When editing an address book, you can see the following read-only check boxes, located just below the **Email Address** and **Active** fields at the top of each record:

- **Domain Authorized** – Indicates whether the domain was authorized using the Domain Authorization tool. When the campaign goes live, it will only send emails to Address Book entries with authorized domains.
- **Ignore Unauthorized Domain** – Indicates whether the domain was set to be ignored using the Domain Authorization tool. This allows a Security Awareness Training Administrator to see addresses affected by ignored domains despite the fact that the alert is being ignored.

These fields support viewing, sorting, and filtering to allow easier maintenance of records affected by unauthorized and/or ignored domains. For example, you might want to use the filter in the left panel to

- Find only Address Books with **Domain Authorized = True**, to display a list of recipients to which an email will be sent.
- Find only Address Books where **Ignore Unauthorized Domain = False**, to display a list of recipients to which an email will NOT be sent.

You might also choose to find **Ignore Unauthorized Domain = True** to see whether unauthorized warnings will be displayed. Note that this does not affect whether emails will be sent.

Figures

1. editButton.png
2. view-email-addresses2.png
3. deletelcon.png

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