

## FINDING A RECIPIENT FROM THE GLOBAL ADDRESS LIST OR THE CONTACTS LIST

- ✦ In the **Untitled Message** box, click the **To** button.
- ✦ The **Select Names** dialog box will appear.
- ✦ In the **Show Names from the** drop-down list, select the list where the recipient's name is located.
  - ✦ **Global Address List** – This is a list of recipients that is set up by an organization. It usually contains only the names of employees and groups within that organization.
  - ✦ **Contacts List** – This is usually a list of personal contacts that is set up by the user.
  - ✦ There also might be some additional lists that the user has created. It is also possible to choose one of those lists.
- ✦ In the **Type Name or Select from List** box, input the name of the person to whom the message is to be sent.
- ✦ Depending on how the Global Address List is configured, it may be necessary to input the first name and then the last name of the recipient to locate it in the list.
- ✦ Once the name is located, make sure the name is highlighted and then click the **To** button or one of the other buttons at the bottom of the dialog box.
- ✦ Continue this process until all the recipient names have been added.
- ✦ Click the **OK** button to exit the dialog box.
- ✦ The names of the recipients should display in the appropriate box in the **Untitled Message** window.

