

FINDING USERS

This feature will allow you to search for users to whom you want to send a message in the **Global Address Book** or your **Contacts** list.

- ❖ The **Find Names - Web Page Dialog** window should appear.
- ❖ Click the **Find names in** list arrow to choose either **Global Address List** or **Contacts**.
- ❖ In the **Last Name** box, type the last name of the person to whom you want to send e-mail.
- ❖ Click the **Find** button.
- ❖ A list of names that match the criteria will appear.
- ❖ Click on the **Name** you wish to send the message to.
- ❖ Click the **To:** button or one of the other buttons at the bottom of the window, such as **CC**.
- ❖ The recipient name will appear in the **To:** box or whichever box you chose in the e-mail window.
- ❖ Click the **Close** button in the **Find Names** window.
- ❖ You will be returned to the **Untitled - Message** window.
- ❖ Once all the information has been included in the message, click the **Send** button.

Find Names - Web Page Dialog

Find names in: Global Address List

Display name: _____

Last name: _____ First name: _____

Title: _____ Alias: _____

Company: _____ Department: _____

Office: _____ City: _____

Find

Name	Phone	Alias	Office	Job title	Company
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Add recipient to... To Cc Bcc Properties... Close

http://mail.sienahts.edu/exchange/WHOUSE?Cmd=dialog Internet