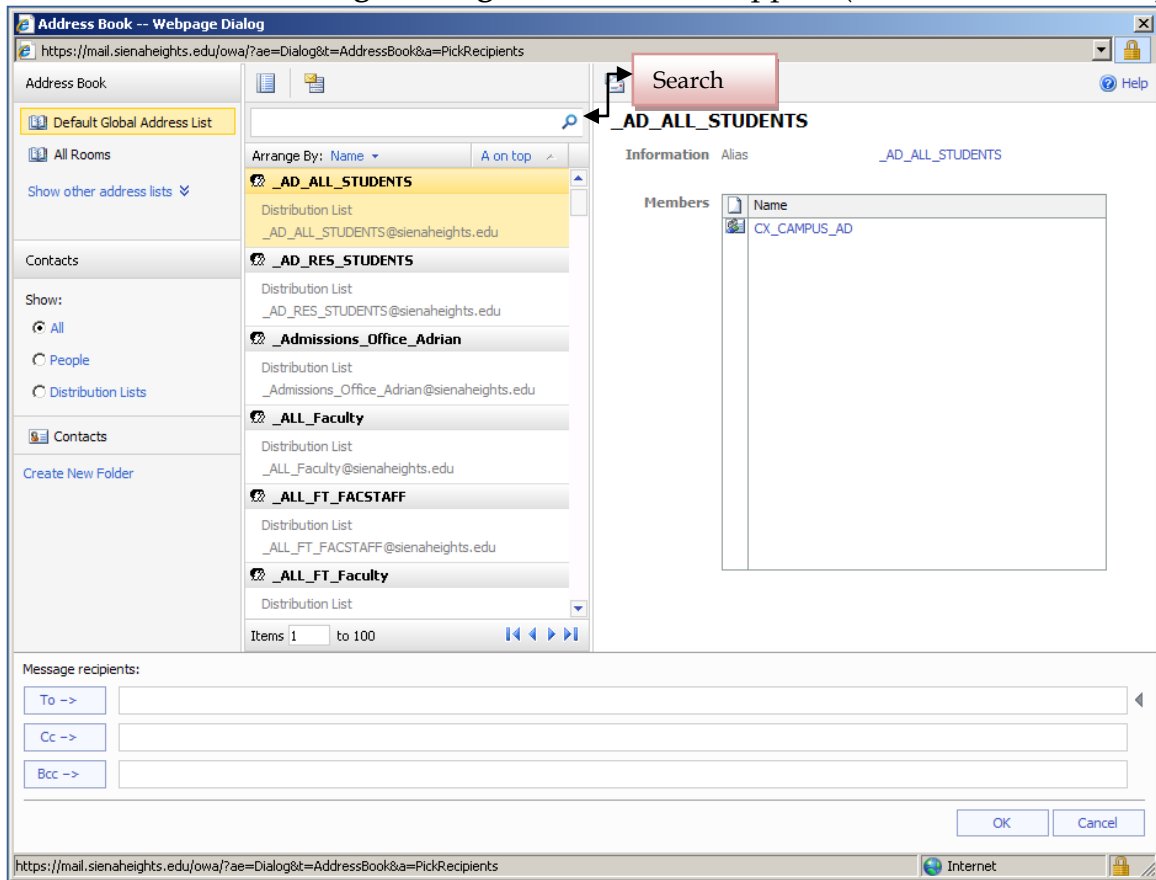



FINDING USERS

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.

- ❖ Click the **New** button to create a new email message.
- ❖ Click the **To** button in the **Untitled Message** window.
- ❖ The **Address Book - Web Page Dialog** window should appear (see illustration below).



- This view will show the **Address Book** in the left section.
- A list of names in the selected **Address Book** will appear in the middle section.
- The **Reading Pane** will appear in the right section. The Reading Pane contains information about the selected entry in the Address Book.
- ❖ The **Default Global Address List** option should be selected under **Address Book**.
- ❖ To display a list of personal contacts, click the **Contacts** link. This link appears at the bottom of the **Address Book** area.
- ❖ To remove the **Reading Pane** from the window, click the **Reading Pane** button (see illustration at right) at the top of the list of addresses. 
- ❖ To display each entry in the list as a single line, click the **Multiple Lines** button at the top of the list. This is a toggle button that changes from Multiple Lines to Single Line.
- ❖ Click in the **Search** box to search for a name within the selected list.
- ❖ Click the **Blue** search button at the end of the box.
- ❖ The items that match the specified criteria will appear in the list.
- ❖ 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 **OK** button in the **Address Book** window.
- ❖ You will be returned to the **Untitled - Message** window.
- ❖ Once all the information has been included in the message, click the **Send** button.