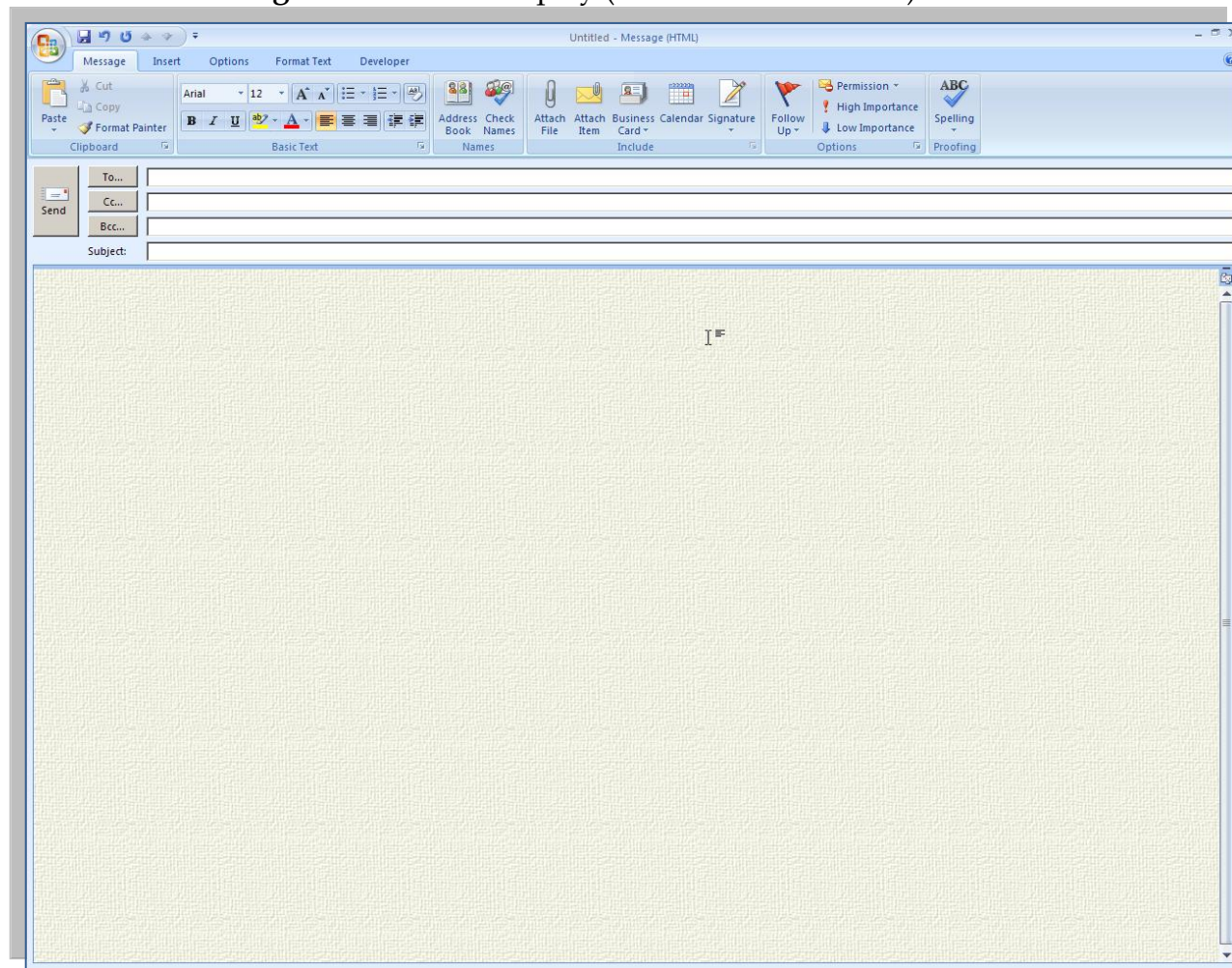


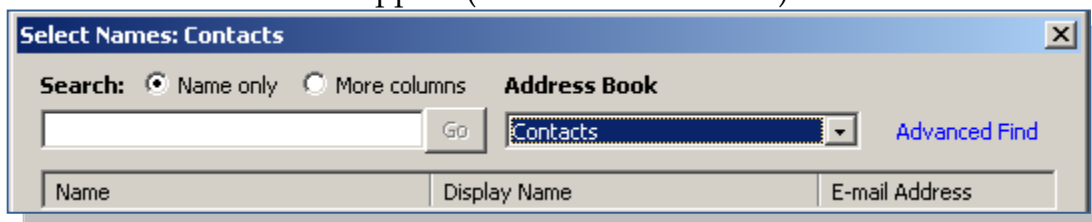
SENDING A MESSAGE USING THE DISTRIBUTION LIST

When sending an e-mail message to a Distribution List, the list can be added to the **To** box in the same way that individual names are added.

- ✦ Click the **New Mail Message** button on the **Inbox** toolbar (see illustration at right).
- ✦ The **Untitled-Message** window will display (see illustration below).



- ✦ Click the **To** button in the **Message Header**.
- ✦ The **Select Names** window will appear (see illustration below).



- ✦ Change the **Address Book** list to **Contacts**.
- ✦ In the **Search** box, input the name of the **Distribution List**.
- ✦ Click the name of the **Distribution List** to whom the message is to be sent.
- ✦ Click the **To** button at the bottom of the dialog box.
- ✦ Once the list has been added, click the **OK** button.
- ✦ The **E-mail Message** window will display with the **Distribution List** name in the **To** box.
- ✦ Input a subject for the message.
- ✦ Input the message.
- ✦ Click the **Send** button.