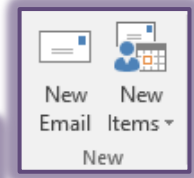


FIND A RECIPIENT FROM GLOBAL ADDRESS LIST OR CONTACTS LIST

- ✦ On the **Home Tab** in the **New Group**, click the **New Email** button to open the **Untitled Message** box.
- ✦ In the **Untitled Message** box, click the **To** button.

A screenshot of the "Untitled Message" box. It features a "Send" button on the left. To the right of the button are four input fields: "To...", "Cc...", "Bcc...", and "Subject". The "To..." field is currently selected and contains a vertical cursor.

- ✦ The **Select Names** dialog box will appear.

A screenshot of the "Select Names: Global Address List" dialog box. At the top, it has a search section with "Search:" followed by radio buttons for "Name only" (selected) and "More columns", and a section for "Address Book" with a dropdown menu showing "Global Address List - WHOUSE@sienaheig" and an "Advanced Find" link. Below this is a table with columns: "Name", "Title", "Business Phone", and "Location". The table lists several entries, with "_AD_ALL_STUDENTS" selected. At the bottom, there are three buttons: "To ->", "Cc ->", and "Bcc ->", each followed by an empty input field. "OK" and "Cancel" buttons are at the bottom right.

- ✦ In the **Address Book** 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 contains only the names of Siena employees, students, and groups within the Siena community.
 - 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 **Search** 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.