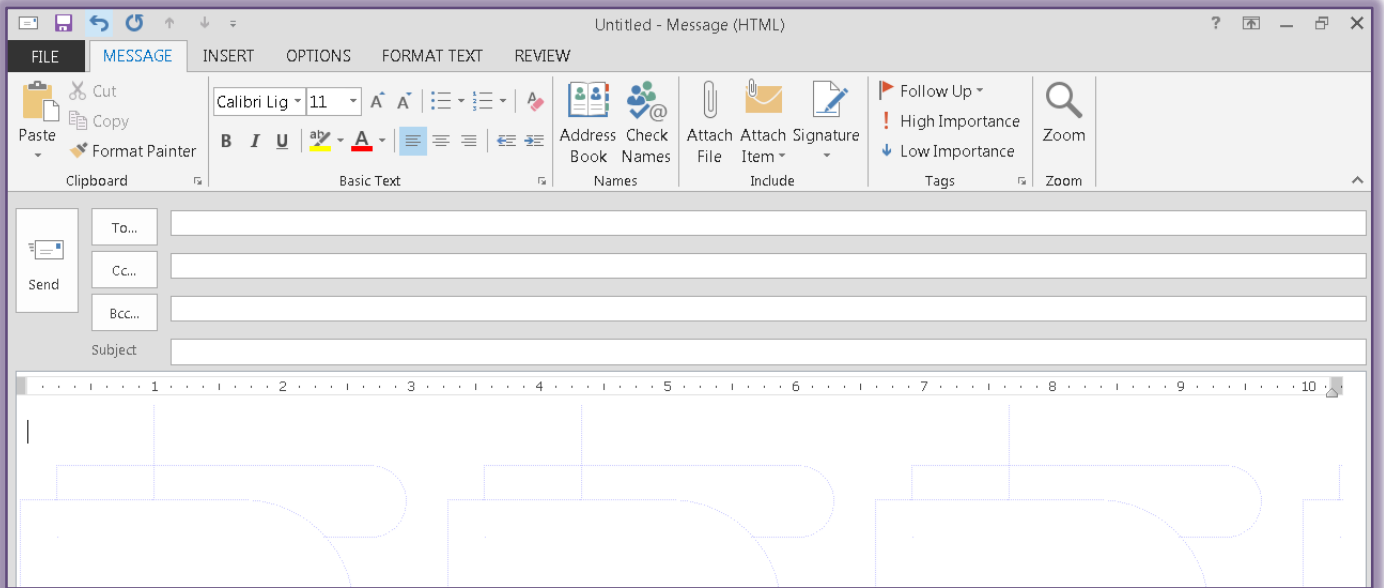
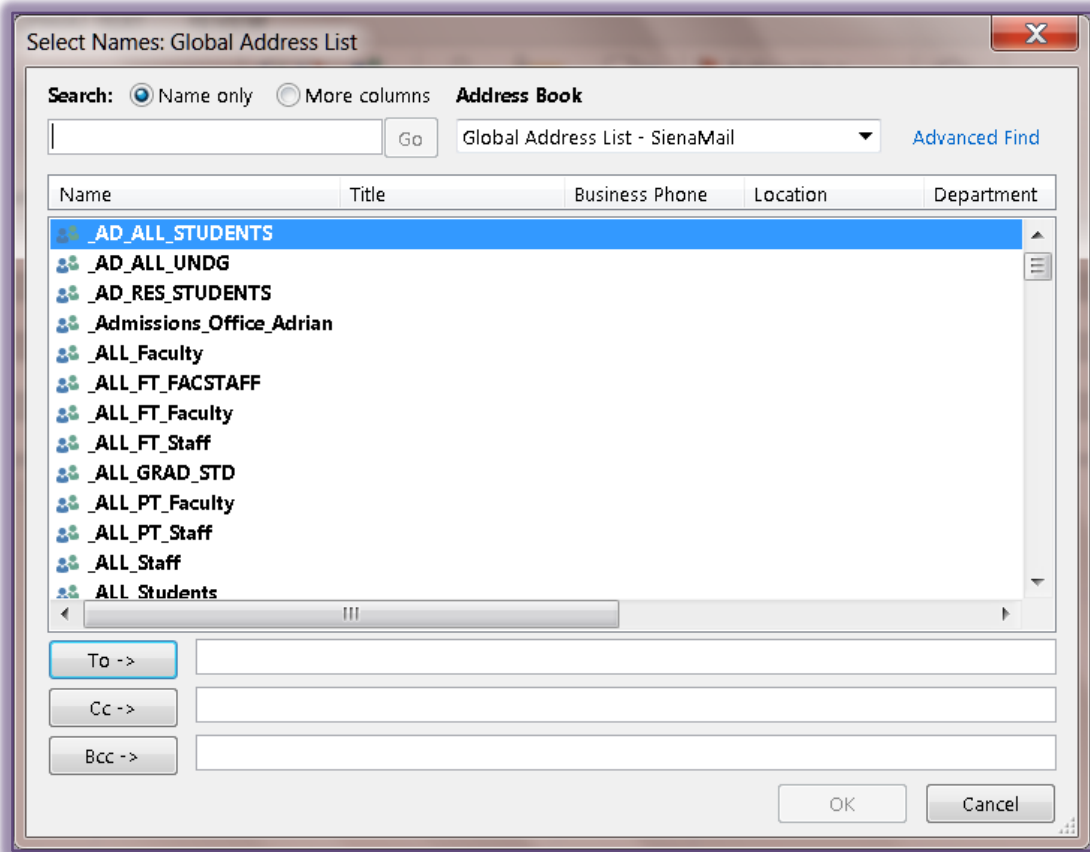





FIND A RECIPIENT FROM GLOBAL ADDRESS LIST OR CONTACTS LIST

- ✦ On the **Home Tab** in the **New Group**, click the **New E-mail** button to open the **Untitled Message** box.
- ✦ In the **Untitled Message** box, click the **To** button (see illustration below).



- ✦ The **Select Names** dialog box will appear (see illustration below).



- ✦ 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.