Using Address Books and Finding Addresses from the Global Address List
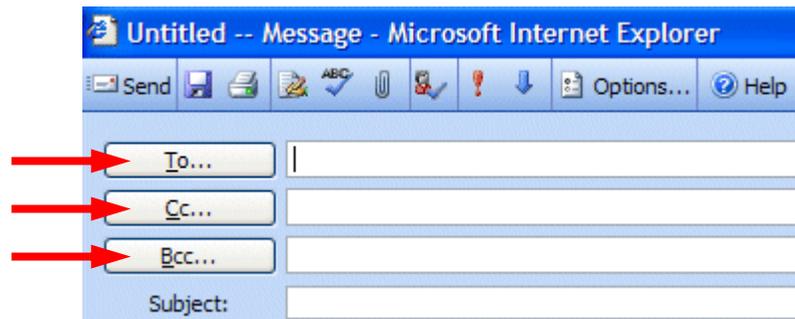
Address Books

When you have clicked on **New Message**, **Reply, Reply to All, or Forward,** as indicated on **pages 8 and 9,** or **created a new e-mail message**, **page 11**, you will see a screen similar to the one below:

If you are **Replying** or **Replying to All** on an e-mail message in your **Inbox**, then the addresses from that e-mail will **automatically appear** in the **To** and **Cc** areas. If you **don't want to send** the e-mail to some of these addresses, you can **simply click-on their name or e-mail address** and **tap** the **Delete** key. If you are **Forwarding** a message from the **Inbox** or **Sending** a **new** e-mail message, then you can **either type-in** the address in the **To** or **Cc** area, or use the **Global Address List** or **Contacts Address Book**.

To **access** these **address books/lists** click-on the **To… , Cc… , or Bcc…** "**buttons**" (**see arrows on the picture above**). The **Find Names – Web Page Dialog - Global Address List** menu box (at the **top of the next page**) will **appear**.

Global Address List

We'll look at several Address Lists and explain how each is utilized. First, we'll look at the **Global Address List. When you have clicked on either the To: or Cc: buttons the below screen will appear:**



When you are in the **Reply, Reply to All, Forward** or **create** a **New** e-mail message screen, and need to **add additional e-mail addresses**, you can still **type in** the addresses or use a **Global Address List** like the one above.

The **Global Address List** that you see **above** is created, and updated, when a person at the institution/business selects to use Outlook mail. The Information Technology Staff places the new user in the Global Address List. Thus, this address list is a current list of **all Outlook mail users** (and it may also include other users who are not on Outlook – depending on your on campus/business).

To use this list, simply **click in** the area to the **right** of **Display name (see two top arrows above)** and **type the last name** of the **person** to whom you want to **send** the e-mail. Then **click** the **Find button** on the **right** side of the menu screen (**see arrow on right above**.)

When you **click** the **Find** button, **all of the matching last names** in your Global Address List will **appear** in the **lower section of the menu screen** (see image on last page).

Select the person to whom you desire to send the message by clicking on their name. It will be highlighted in blue like the image below.
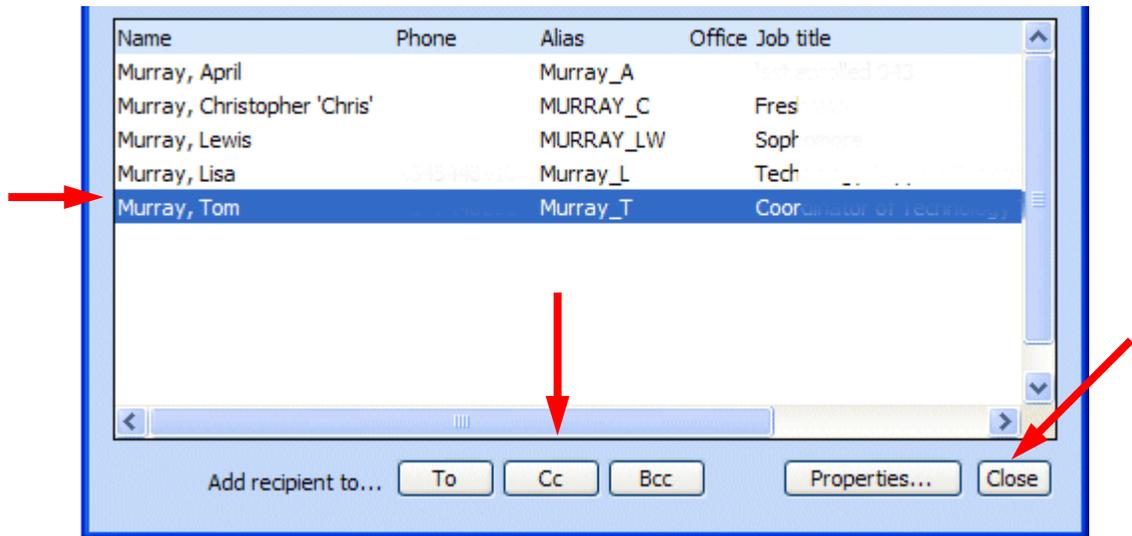
When you have selected your name (like we did in the image above) you will notice that the **bottom** of the menu screen become "**active**." You can now use the To, Cc, and Bcc buttons to add this person to your message. Click the button of your choice and your selected name will be added to those who will receive the message.

You can continue typing in new names for others in the Global Address List, clicking the Find button and adding them to your message as indicated above.

When you have all the names you desire, simply click the Close button at the lower right corner of the menu screen.