## 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** email 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:

Diselsuseess automatic				
Display name murray				
Last name:		First <u>n</u> a	ame:	
<u>T</u> itle:			<u>l</u> ias:	
Company:		Departm	nent:	
Office:			City:	
				F
Name	Phone	Aliac	Office Job title	
Murray, April	FIUNE	Murray_A	last enrolled	
Murray, Christopher 'Ch	nris'	MURRAY_C	Fresh	
Murray, Lewis		MURRAY_LW	Soph	
Murray, Lisa Murray, Tom		Murray_L Murray_T	Techi	
Murray, Tom		Murray_1	Coordination	

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.

Name     Phone     Alias     Office Job title       Murray, April     Murray_A     Murray_G       Murray, Christopher 'Chris'     MURRAY_C     Fres       Murray, Lewis     MURRAY_LW     Sophemere       Murray, Lisa     Murray_L     Tech       Murray, Tom     Murray_T     Coordinator of recentory					
Murray, April Murray_A Internet led 043   Murray, Christopher 'Chris' MURRAY_C Freshold   Murray, Lewis MURRAY_LW Sophemere   Murray, Lisa Murray_L Technology   Murray, Tom Murray_T Coordinator of reductory	Name	Phone	Alias	Office Job title	1
Murray, Christopher 'Chris' MURRAY_C Freshows   Murray, Lewis MURRAY_LW Sophemore   Murray, Lisa K040 H0400 Murray_L Tech   Murray, Tom Murray_T Coordinator of Technology	Murray, April		Murray_A		
Murray, Lewis MURRAY_LW Sophered Murray, Lisa SHARAS Murray_L Techered Conditioner Murray, Tom Murray_T Coordinator of red http://	Murray, Christopher 'Chris'		MURRAY_C	Fres	
Murray, Lisa COMONICO Murray_L Technology Murray, Tom Coordinator of Federatory	Murray, Lewis		MURRAY_LW	Soph	
Murray, Tom Coordinator of Federatory	Murray, Lisa		Murray_L	Tech	
	Murray, Tom		Murray T	Coordinator of Technology	

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.