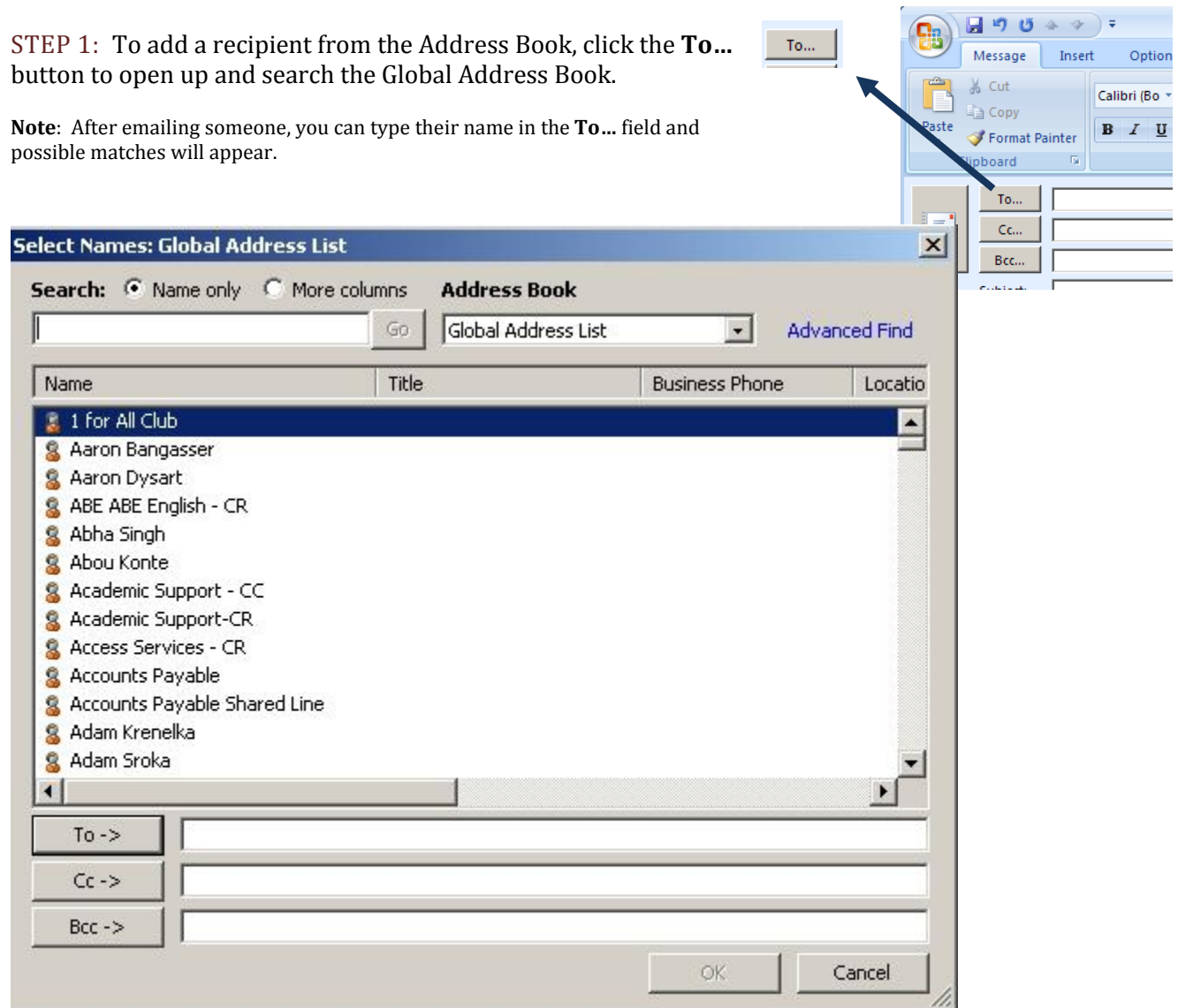


Add Recipient from College Address Book

The **Global Address List** contains all Anoka Ramsey Community College faculty and staff who have a mailbox on the Microsoft Exchange Server. This listing is separate from your own personal **Contacts** area.

STEP 1: To add a recipient from the Address Book, click the **To...** button to open up and search the Global Address Book.

Note: After emailing someone, you can type their name in the **To...** field and possible matches will appear.



STEP 2:

Use the **Search** field, at the top left, to enter the last name of the person. When you locate the person, click on the **To**, **Cc**, or **Bcc** field. Click on the **OK** button.