

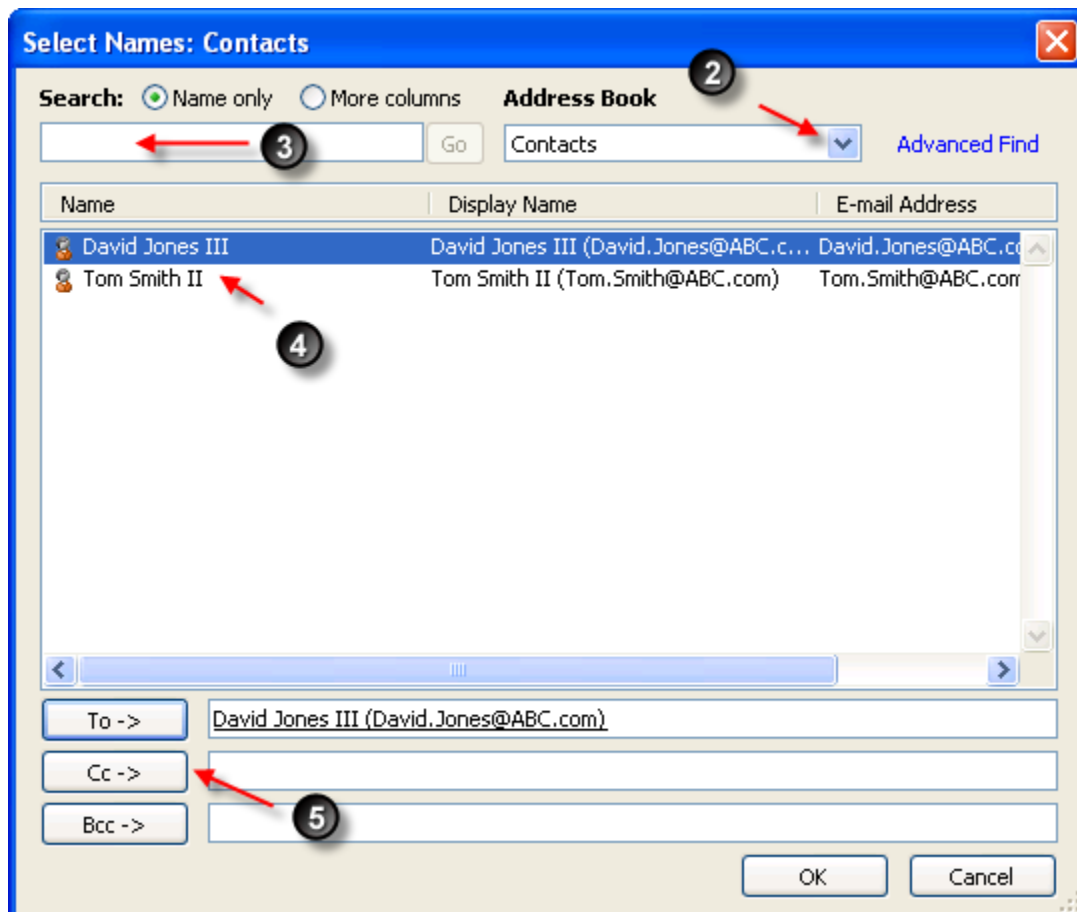
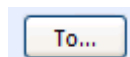
# Microsoft Outlook – Addressing the Email



## Addressing the Email.

Before an Email can be sent to the recipient an Email address must be entered.

1. Click on the **To** button to display the Outlook address books.



2. Select the Address book that contains the recipients Email address.

The **corporate** address books are normally:

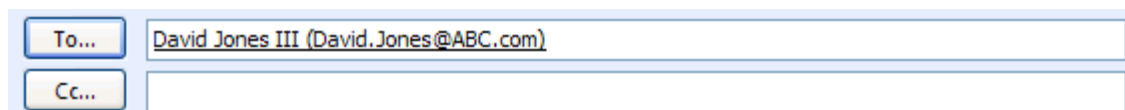
“**Global** address book” – Internal addresses.

“**Contacts** address book” – Personnel addresses.

# Microsoft Outlook – Addressing the Email

3. **Search box**, type a name of the recipient to locate address details.
4. Available recipients within the address book, left click with the mouse to select a recipient.
5. Click either To, CC or Bcc to add the address to the address bar.

**Preview:** Address bar containing an Email address.



The image shows a screenshot of the Outlook address bar. It consists of two rows of input fields. The top row has a button labeled 'To...' on the left and a text box containing the text 'David Jones III (David.Jones@ABC.com)'. The bottom row has a button labeled 'Cc...' on the left and an empty text box.

It is also possible to type an Email address directly into the Address bar, if more than one address is required, separate the address with a semi-colon (;).