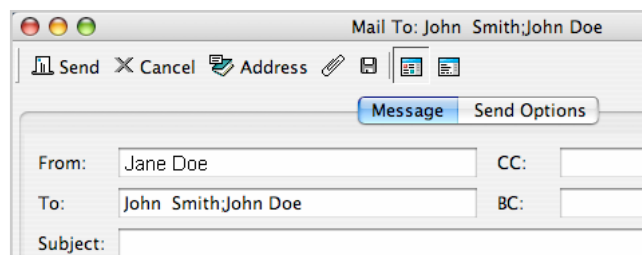
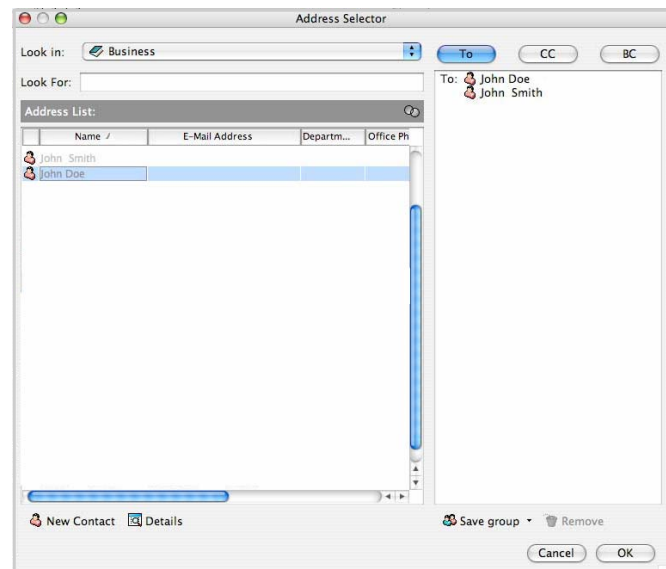
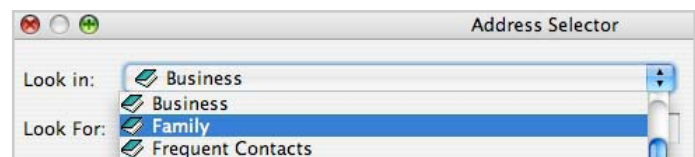
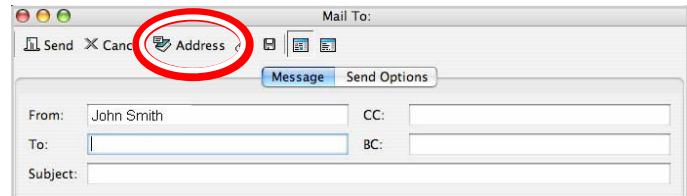


## Multiple Recipients: Address Selector Method

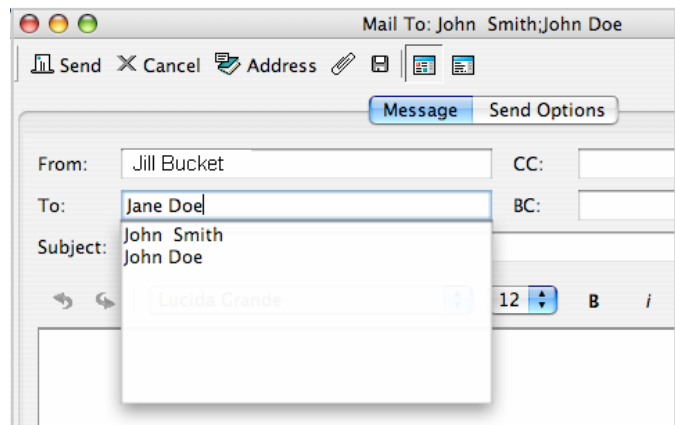
- To send an item (such as a message or appointment) to multiple recipients click the **Address** button in the toolbar of the item. The *Address Selector* window will appear.
- Select the address book to choose contacts from in the dropdown menu of the *Look in* field. The contacts of the selected address book will appear in the left pane.
- Highlight a contact in the left pane, then click **To**, **CC**, or **BC** to add the contact as a recipient. The contact will appear in the right pane. Repeat this process for as many contacts as desired.
- Click **OK** to save your changes and close the window. The names of the multiple recipients will appear in the **To** field of the new item as well as the top of the item.



# Multiple Recipients Manual Entry

If you wish to send an item to multiple recipients without using the Address Selector you can work solely with the **To** field of the item.

- Type an e-mail address in the **To** field and press the **Enter** button on the keyboard. The contact appears in a dropdown menu below the **To** field and the field becomes blank.
- Type in each desired contact and press **Enter** after each additional entry. Any additional contacts appears in a dropdown menu below the **To** field.



# Deleting a Recipient

- Click on the **To** field, a dropdown list of the contacts will appear.
- Double click on the contact that you wish to delete. The contact will appear in the *To* field, be sure it is highlighted.
- Press the **Delete** key on the keyboard to delete the contact. The deleted contact will disappear from the dropdown list.

