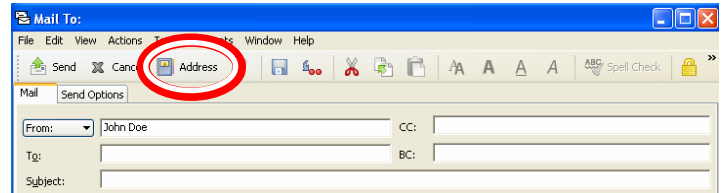
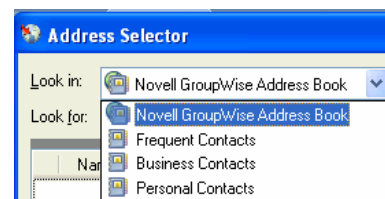


Multiple Recipients: Address Selector Method

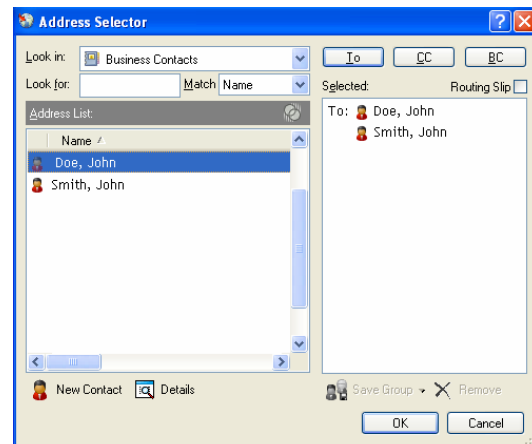
- To send an item (such as a message or appointment) to multiple recipients click the **Address** button in the toolbar of the item. The *Address Selector* window will appear.



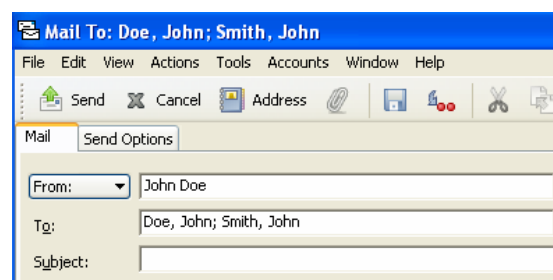
- Select the address book to choose contacts from in the dropdown menu of the *Look in* field. The contacts of the selected address book will appear in the left pane.



- 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.



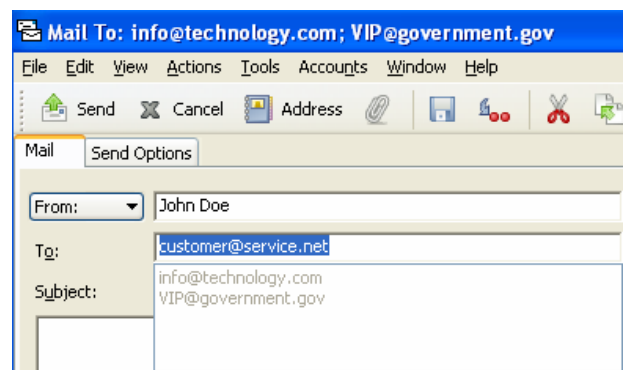
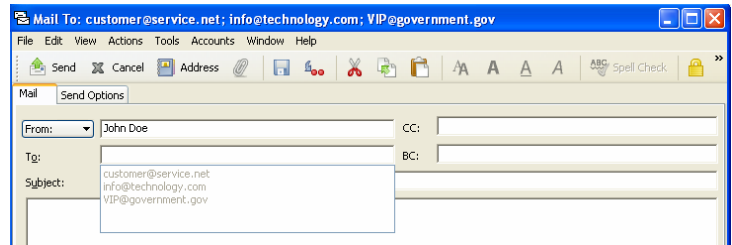
- Click **OK** to save your changes and close the window. The names of the multiple recipients will appear in the **To** field of the new item as well as the top of the item.



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.

