

### Find Names

#### What You Do

While creating an e-mail message, you can search for a recipient in the global address book.

- ▼ **Click** on the **To** field in the new message you are creating.

The **Find Names** screen will be displayed.

Name	Phone	Alias	Office	Job title	Company
Daffy Duck		dduck			

- ▼ **Type** any known information (last name, first, ect.)
- ▼ **Click** **Find**.

A list of possible matches will be displayed.

- ▼ **Select** the recipient.
- ▼ **Click** **Add recipient to... To, Cc, or Bcc**.
- **Click** **Close**.

The recipient's e-mail address will be added directly to the selected field on your e-mail message.