

Accessing E-mail Addresses (Global Address List) in SSND CP Webmail

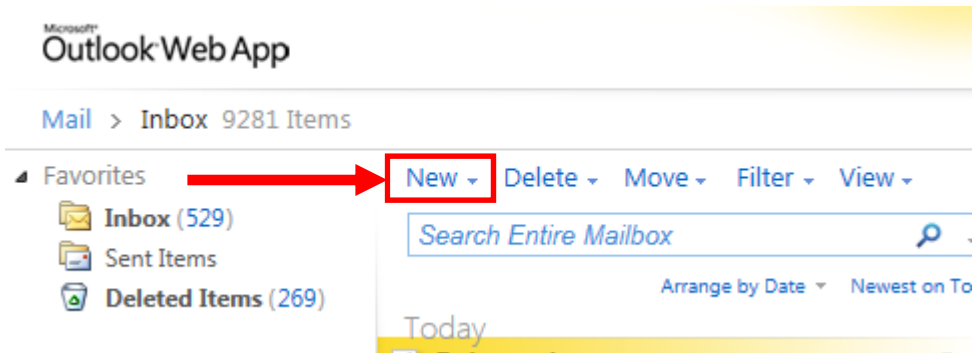


[Abstract](#)

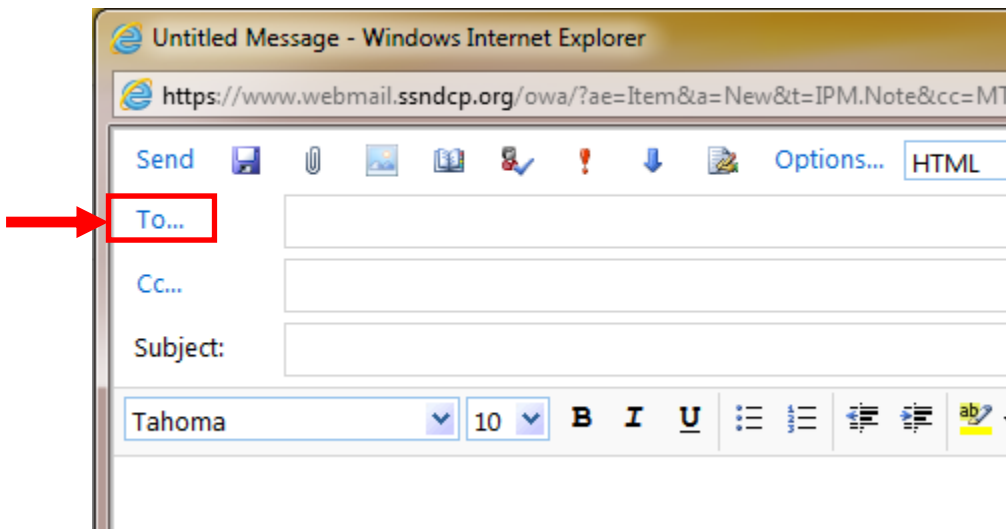
The Global Address List contains the names and email addresses of everyone within our organization. It also contains distribution lists/groups. You can use the address list to easily email someone, find contact information, and invite users to meetings.

Provided by SSND IT Department

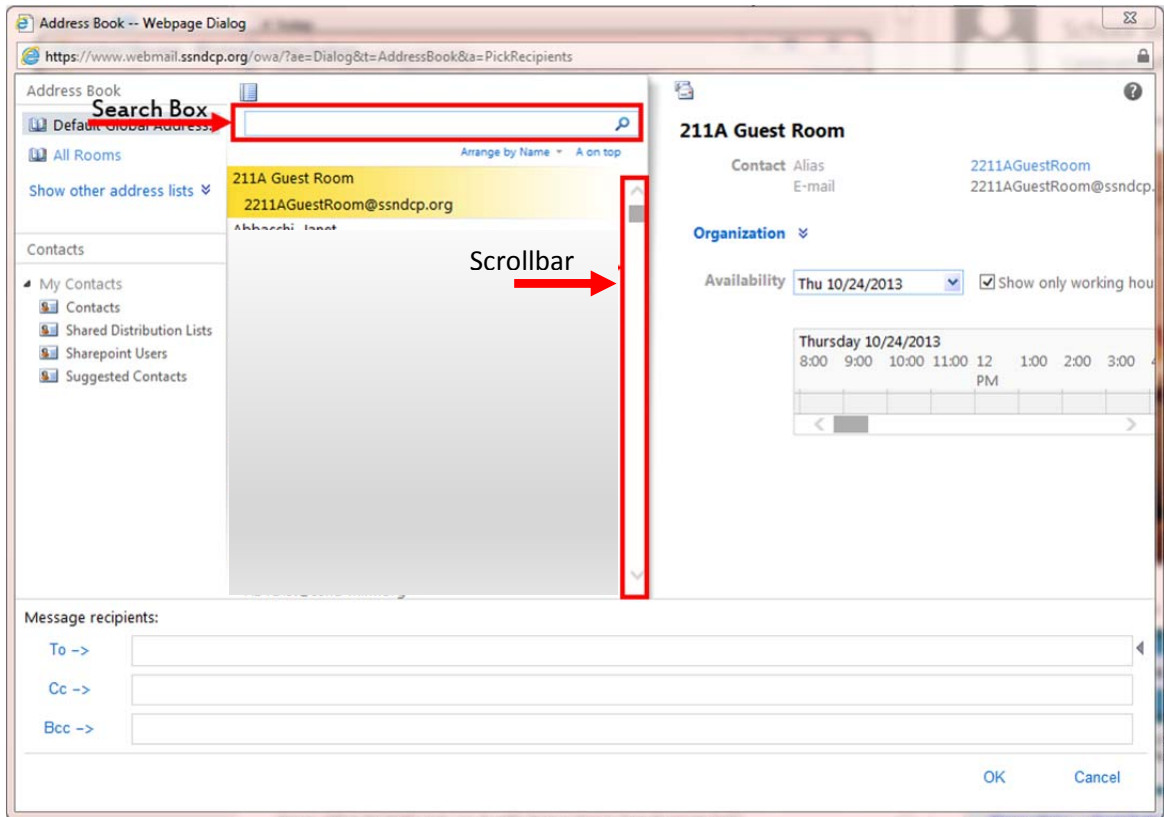
1. After logging into webmail, click **New** to create a new message.



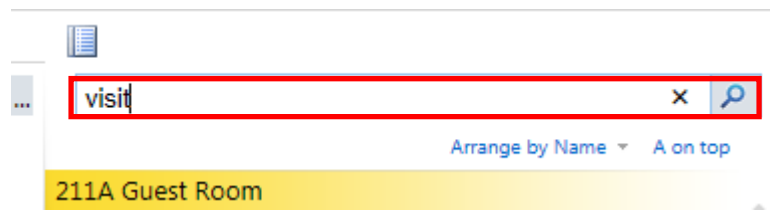
2. Click **To...** to access the Address Book.



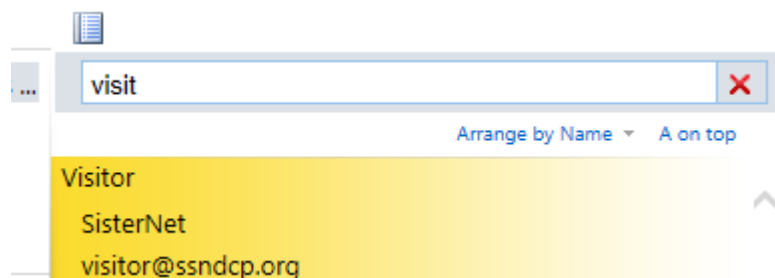
3. The window below will appear with the Address Book. You can scroll thru the list of names using the scrollbar or do a search for a particular individual using last name, first name, or only part of a name in the search box.



- 3.1 To perform a search, enter the first, last, or part of an individual's name in the search box as shown in the example and then click the magnifying glass.



- 3.2 Your search results will appear and you can add the individual to the message you are composing.



- To add an individual to the message you are composing, click their name and then click the **To ->** option under the *Message recipients:* section and click **OK**.



- You will then be taken back to the new message window where you can enter a subject along with a message as shown below. Once you are finished composing your message you can click **Send**.

