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.

Outlook Web App		
Mail > Inbox 9281 Items		
 Favorites Inbox (529) Sent Items Deleted Items (269) 	New Delete Move Filter Search Entire Mailbox Arrange by Date Today	View +

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

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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.

Address Book Webpage D	ialog					23
https://www.webmail.ssndc	p.org/owa/?ae=Dialog&t=AddressBook&	8a=PickRecipients				
Address Book Search Box		0	6			G
All Rooms Show other address lists ¥	211A Guest Room 2211AGuestRoom@ssndcp.org	Arrange by Name * A on top	211A Guest Contact	Room Alias E-mail	2211AGues 2211AGues	t <mark>Room</mark> tRoom@ssnd
Contacts	Abbacchi lanet	Scrollbar	Organization	*		
My Contacts			Availability	Thu 10/24/2013	Show o	nly working h
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				<		>
		~				
lessage recipients:						
To ->						
Cc ->						
Bcc ->						
					OK	Cancel

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.



4. 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**.

Message recipie	ents:	
To ->	Visitor;	; ◀
Cc ->		i A
Bcc ->		h F
	OK Cancel	

5. 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**.

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