

HOW TO: Address Mail in Microsoft Outlook for Exchange

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To address mail in Microsoft Outlook for Exchange, please follow these steps: Enter an address in the "To:" field of the message creation window. Select recipients from the **Address Book**. **When using the "To:" field, you can do one of the following:** Enter a **complete email address** in the form username@domain (ex. ctiger@gmail.com). Enter the **username only** (without @domain) of someone listed in the **Exchange Address Book**. If the end user does not have an Exchange account, Exchange will try to resolve the username against the **Global Address List (GAL)**. If it succeeds, the message will be delivered to the preferred email address of that user. If it cannot resolve the username, a red line will appear under the username or address in the "To:" field. Enter a **name that appears in the Exchange Address Book, in the GAL, or in your Contacts**. If the name is unique, the message will be sent. If the name is not unique and appears in the Exchange Address Book, you will be presented with a list of matches from which to choose. **Note:** When entering multiple addresses for recipients, separate the addresses with a semicolon.

When using the Address Book, please follow the instructions below: With the **message window open**, from the **Tools** menu, select **Address Book**. You can also click the "To:" button to open the **Address Book**. (On a mac, you can click the Address Book icon to the left of the "To:" field.) Find the name of the intended recipient by selecting from the list or typing a name into the search box. **Highlight** the name, and click the appropriate box (i.e., To-> for primary recipient, Cc-> for carbon copy, or Bcc-> for blind carbon copy). When finished, click **OK**.

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