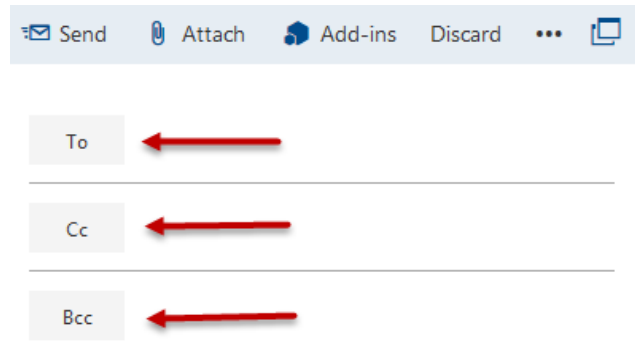


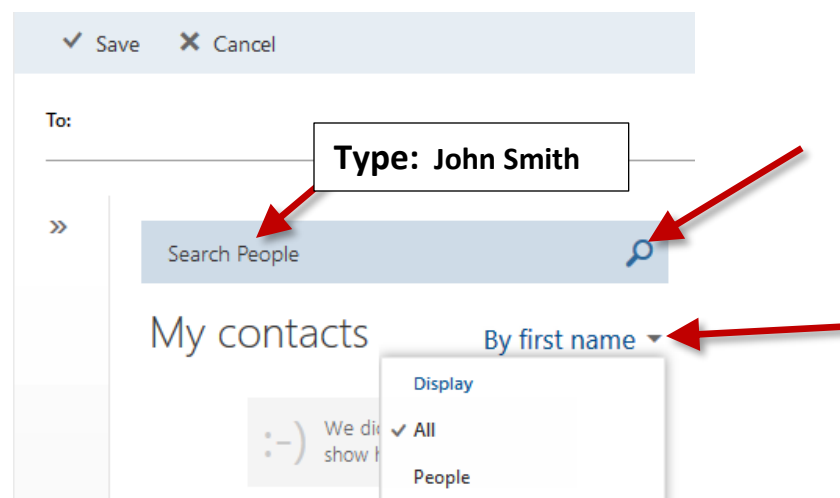
Adding E-mail Addresses Using MY CONTACTS


Adding E-mail Addresses Using MY CONTACTS Help Document was created to help you better understand how to use the **MY CONTACTS** option and **search people** features in your Student E-mail Account.

1. How to add an e-mail address under the **To:**, **Cc:**, and **Bcc:** from **MY CONTACTS**:



- a. Click on the **To:**, **Cc:**, or **Bcc:** to add an e-mail address (es).

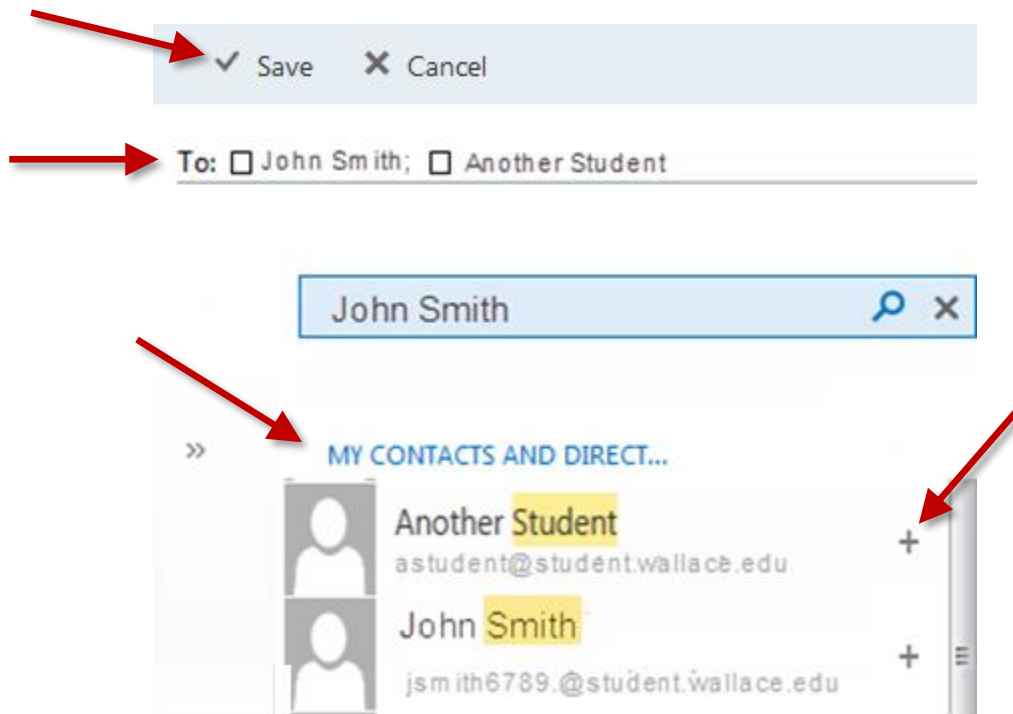


- b. Click in the text box where you see **search people**.
- c. Type the person's first and last name whom you want to e-mail. For example, If you wanted to add **John Smith's e-mail** in your **To:** text box, you would type **John Smith** in the **search people** text box.
- d. Once you have typed the person's first and last name whom you want to e-mail, click on the **magnifying glass** () to search the **MY CONTACTS AND DIRECTORY** list.

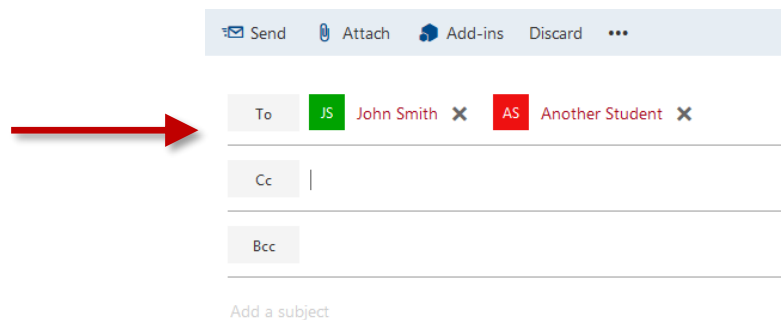


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Note: You can also search using the **all**, **people**, **list**, and **more** features.



- e. Once the list of e-mails appears in the **MY CONTACTS**, click the **plus sign** next to the person whom you want to send the e-mail to. The person's name should then appear in the **To:** text box. For example, the image above shows **John Smith** and **Another Student** in the **To:** text box. These steps should also work for **Cc:** and **Bcc:** options.
- f. Once you have entered the e-mail address (es) that you want to send the e-mail to, click on **Save**.



- g. Once you have clicked **Save**, you should be taken to the e-mail that you were trying to compose. You should now see **John Smith** and **Another Student** in the **To:** option. You can then choose to add e-mail address (s) to **Cc:** or **Bcc:** options. You can do this by repeating steps **a through e**.

