

Beginners: Using the Address Book

There are several ways of sending an email using the contacts in your address book instead of typing in the recipient's email address.

Using the Contact's Nickname

1. Log into your email box, and click on the **Compose Message Link**.
2. Instead of typing the recipient's email address, enter their **nickname** (as it appears in your address book) into the **To**, **Cc** or **Bcc** field - their email address (as it is stored in your Address Book) will automatically be used.

Compose Send Save

Separate your addresses with commas (,).

To: surfers

Cc: flora

Bcc:

Subject: Hello

Using the Quick Address Book

1. Log into your email box, and click on the **Compose Message Link**. To the right of the message's address and subject fields is the **Quick Address Book**.
2. Click on the **To**, **Cc** or **Bcc** link next to the contact you wish to include, and it will appear in the corresponding field.

Quick Address Book edit

What is (p), (w), or (o)?

Surfers (p) **To** Cc Bcc

Helen (p) To Cc Bcc

Flora (p) To **Cc** Bcc

Complete Address Book

Separate your addresses with commas (,).

To: lbhsurfers@myway.com,

Cc: fbellini@myway.com,

Bcc:

Subject: Hello

Composing a Message from the Address Book

1. Log into your email box, and click on the **Addresses** tab header.

Addresses Calendar Notepad

Check Messages

Addresses New Contact Compose Message

(All | A B C D E F G H I J K L M N O P Q R S T U V W X Y Z)

To	Cc	Bcc	Last Name	First Name	Email	Nickname
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		lbhsurfers	lbhsurfers@myway.com (p)	Surfers
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		fbellini	fbellini@myway.com (p)	Flora

2. Click on the **To**, **Cc** or **Bcc** check box to the left of the contact(s) to which you want to send a message.
3. Click on the **Compose Message** button - located above the Address Book contacts.

This will display the **Compose**, already addressed to the selected recipient(s) in the corresponding fields as you selected them.

Compose Send Save

Separate your addresses with commas (,).

To: lbhsurfers@myway.com

Cc: fbellini@myway.com

Bcc:

Subject: