

Creating a Message Header

This operation is similar to addressing an envelope. The Message, New command generates the Compose Message window in which the header fields, providing such information as: the main address(es) (TO:), carbon copy (CC:) and blind carbon copy (BCC:) recipient address(es), can be entered.

By convention, selecting a TO: recipient(s), indicates that some action be taken by that person(s). While any CC: or BCC: type recipients receive the message for their information only.

Method

To create the address header:

1. Click on the NEW button of the Mail Manager Tool Bar.
OR
Click on the MESSAGE, NEW in the Menu Bar.
2. Type the topic of the message in the SUBJECT field.
3. Select the type of recipient.
(Radio buttons display TO, CC and BCC fields. At least one TO: type recipient is required.)
4. Type in the last name beside the TO: or CC: in the recipient section of the window.
5. Repeat steps 3 and 4 until all recipients have been entered.

NOTE: If exact spelling of last name is unknown the following can be used:
- Type known characters followed by an asterisks i.e. clout*

If sending a message to an organizational address:

- Type a hyphen followed by the acronym for the division (see Sending Organizational Messages further in this section)

If an ALIAS was created for the addresses:

- Type in the name of the alias in the RECIPIENT field.

At the time the message is sent, if there is more than one address which fits the criterion specified, a list of addresses will appear. From this list, you will be able to select the appropriate address(es).

TRAP

If the exact spelling of the last name is unknown, it is probably best to search for the name using the query function (explained further in this section). Otherwise, it may result in your message being sent to the wrong recipient.