

Primary Recipient The main addressee(s) of a message.

Recipient The name of the user to whom a message is sent. There are 3 types:

- TO** The main recipient(s) (who the message is addressed to). Generally means there is some 'action' must be taken by this person.
- CC** Indicates users receiving a Carbon Copy of the message. Generally means the contents of the message is for their information.
- BCC** Indicates users receiving a Blind Carbon Copy of the message. Only the sender sees the names of all the BCC recipients. Very useful for broadcast or bulletin type messages.

Standalone A workstation which uses it's own resources. It is not interconnected with other PC's or a server.

Status Bar The line at the bottom of a window which suggests the next step in mail.

Toolbar A row of icons appearing below the menu bar. Displays the most frequently used commands.

User Name The name by which a user is identified on a network.

X-400 Address Addresses in the directory are in X.400 format. This is an international address format that allows users to send messages between various types of mail systems.