

**Method**

To query the address list:

1. Select **MESSAGE, NEW** from the Mail Manager Window.
2. Click the **ADDRESSES** command button.
3. Click on the **QUERY** button.
4. Type in your criterion for the search. This could be a first or last name, the division or mission acronym...
5. From the results window, click on the address(es), to whom you want to send your message, click on **ADD** or press the **ENTER** key.
6. Click on **OK**.

**WINDOWS TIP**

You can use Windows' drag and drop technique to copy addresses from the Addresses list box to the Recipients list box.

**Exercise**

In this exercise you will query for a colleague's address.

1. Generate the Compose Message window and click on the **ADDRESSES** button followed by the **QUERY** button
2. Click in the **USER NAME** field, type *This query should display a list of all individuals with that last name.* the last name of a colleague and click on **Ok** or press the **ENTER** key.

**Deleting User Addresses**

While creating a message header, user addresses may be deleted from the Recipients section of the window.

**Method**

To delete an address:

1. Select the appropriate address in the Recipient section of the Compose Message window.  
(Use any of the window selection techniques i.e. dragging your mouse to highlight)
2. Press the **DELETE** key.