SUMMARY

To create an 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. (optional)
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 recipients last name.
5. Repeat steps 3 and 4 until all recipients have been entered.

To write a message note:
1. Click in the NOTE section of the compose message window.
2. Type the message note.

To send a message:
   From the Compose Message Window
1. Click on the SEND button on the Mail Manager Tool Bar.
     OR
1. Click on MESSAGE in the Menu Bar.
2. Click on the SEND option.

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 .

To delete an address:
1. Select the appropriate address in the RECIPIENT section of the Compose Message window. *(Use any Windows selection techniques to delete multiple addresses.)*
2. Press the DELETE key.

To create an alias:
1. Select OPTIONS in the Menu Bar of the Mail Manager window.
2. Select ALIAS.
3. Click on the NEW command button.
4. Type an alias name in the CREATE ALIAS box.
5. Click on the OK button (notice at the bottom of the screen, a section called Members of ???).
6. Use QUERY to locate the recipient addresses.
7. Click on the address or addresses to be associated with the new alias.
   Click on the ADD command button.
     OR
   Double-click on the address(es).
8. Click on the SAVE command button.
   The newly created alias will appear in the window.
9. Click on the CLOSE command button.