



External E-Mail with Outlook

To send an e-mail message to an address external to SUNY System Administration type the address in the To: field of a new mail message. For example, if the Helpdesk were an external address you would type the following in the To: line of the new message:

Helpdesk@suny.edu

Saving an External E-Mail Address:

The above method of sending external mail is one-time only and does not save the address for subsequent use. If you are going to use the same external address in the future it is recommended that you create a **Contact** for that person.

Creating a Contact:

To create a Contact select the Contacts icon on the Outlook Shortcut bar or the Contacts folder in the Folder List. This will open the Contacts window. Under the word File in the upper left corner is a button on the menu bar for New Contact. Clicking this button will open a window for entering new Contact information.

You can enter as much information as you like. To create a Contact for mailing purposes you will need to fill in the Full Name and the E-mail fields. When you are done entering information click the Save and Close button in the upper left corner and your Contact will be saved.

Using the Contact list to Send a Mail Message:

Once you have created a Contact you can use it to send mail to the e-mail address you gave the Contact. Open the Contacts folder by clicking the Contacts icon on the Outlook Shortcut bar or the Contacts folder in the Folder List. Locate the Contact by either scrolling left or right or clicking the alphabet bar on the right side of the window.

Click and drag the Contact to the Inbox icon on the Outlook Shortcut bar or the Inbox folder in the Folder List. This will open a new mail message window that is already addressed to that Contact.