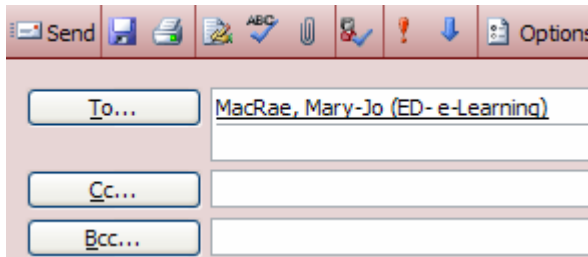
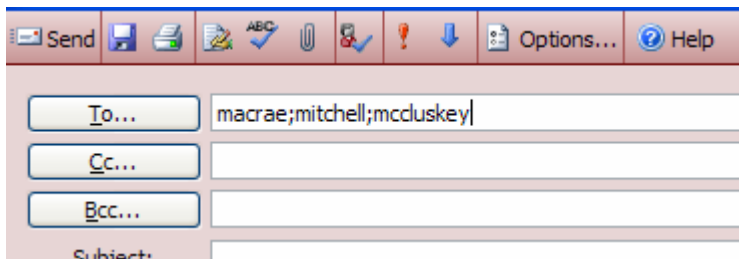


Select the correct user by clicking on their name once, and click the **OK** button. Exchange will then fill in the name in the To: line that you have selected.

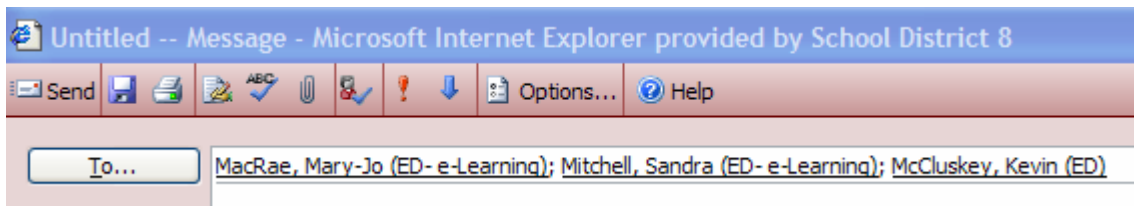


You can now finish the message by filling in the Subject and Body fields, and send it.

Exchange separates addresses with **semicolons (;)**, not commas (,). So, to use this feature for multiple people, separate their usernames with semicolons



Exchange will automatically fill in all their names if you follow the steps above.

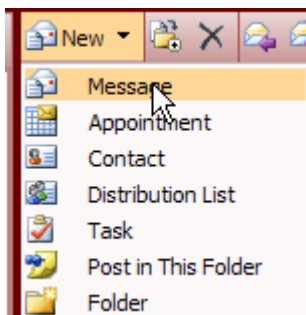


Remember, you can also type in a user's full name, for example: Mary-Jo MacRae, Sandra Mitchell and Kevin McCluskey, and Exchange will recognize it.

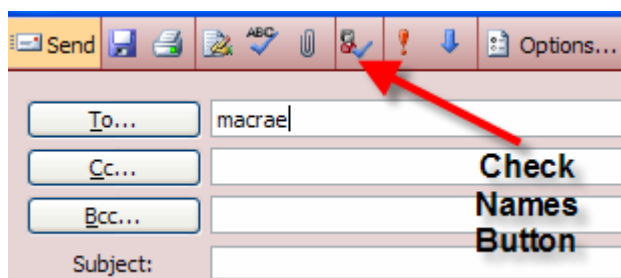
Please Note: this feature will also work in the Cc: and Bcc: fields.


Automatic Name Checking in Exchange

First, you have to create a **New Message**.



Type in a person's username, last name or first and last name into the To: field where you would normally enter an email address. In the sample below, it is the person's last name only.



If you type in just the last name of the person, for instance, **MacRae**, and click the **Check Names** button , Exchange will open a window if there are multiple possible users with that last name. These names will be checked from the **Global Address List**. All New Brunswick government employees are listed in this directory.

