

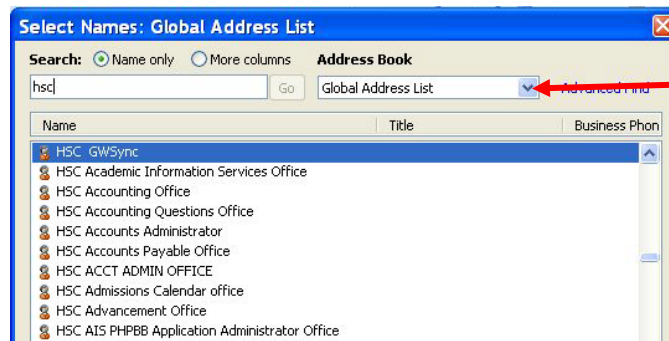
Sending to Office Accounts, Groups or Students

Do you send email to an office email address, such as the HSC HelpDesk or the Budget Office?
Do you send to groups of people, such as student groups?

To send to these accounts in Exchange follow these steps:

Sending to an Office Account

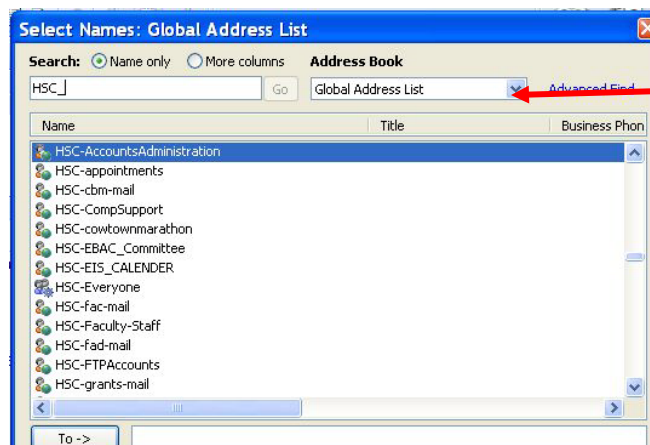
Click on “To” when sending a new email which will bring up the Global Address Book. Select the HSC Address Book (click on the drop-down arrow next to Global Address List). Type **HSC** and hit the space bar. All service accounts will be listed in alphabetical order.



Select the HSC address book

Sending to a Group

Click on “To” when sending a new email which will bring up the Global Address Book. Select the HSC Address Book (click on the drop-down arrow next to Global Address List). Type **HSC_** (use the underscore key, not the dash). All groups will be listed in alphabetical order.



Select the HSC address book

Sending to Students

Click on “To” when sending a new email which will bring up the Global Address Book. Select the HSC Students Address Book (click on the drop-down arrow next to Global Address List). All students will be listed in alphabetical order according to last name.

