## PRODUCTIV Y

## For Internal Use Only

## **Alternative Way of Adding Recipients**

Most common way of searching for the email address of your recipient is through the address book but, there is another way that you might find more convenient.

<u>Click here</u> to know the alternative way of adding recipients when sending email.

Prepared by Information Security and IT Governance Division of ICT. ProductivI.T.y showcases tips & tricks on various office and branch applications.

Outlook

Alternative Way of Adding Recipients
1. Open Outlook, create a new email and then enter the name of the recipient.
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2. Press **CTRL+K** to check names matching the name you entered.

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