

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.

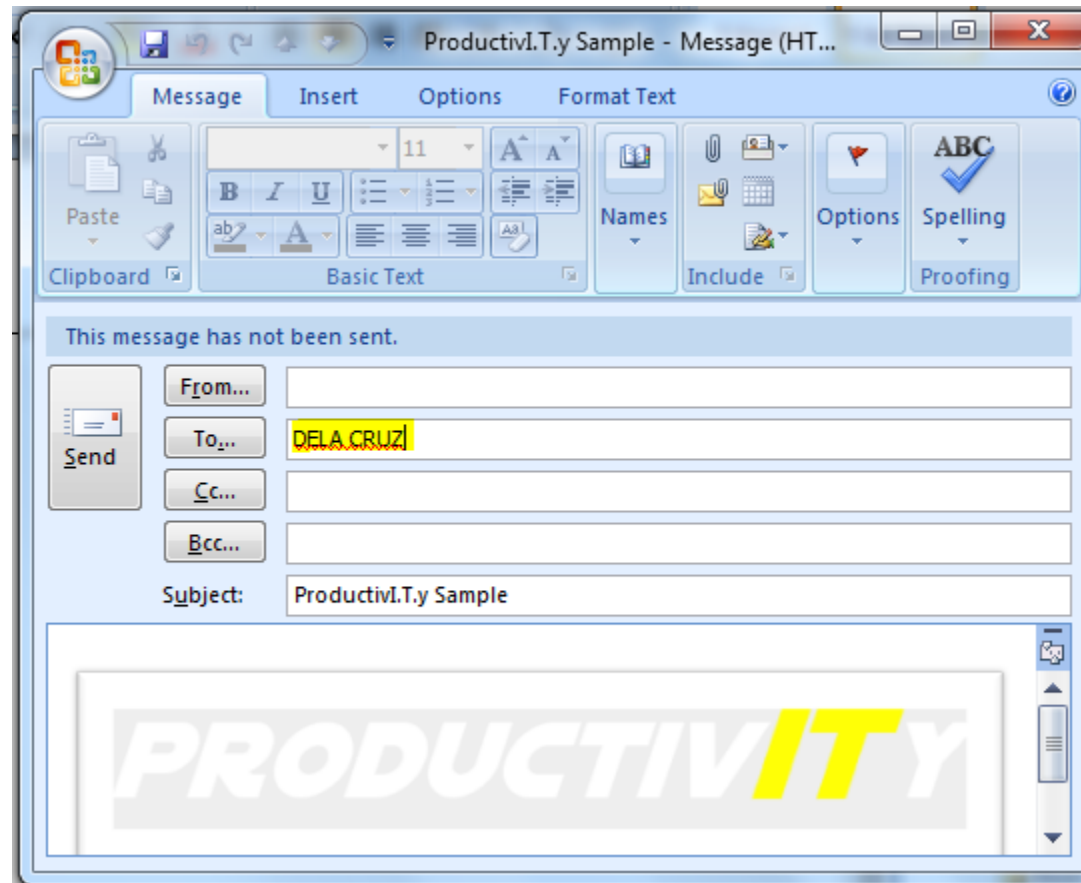
[Click here](#) to know the alternative way of adding recipients when sending email.



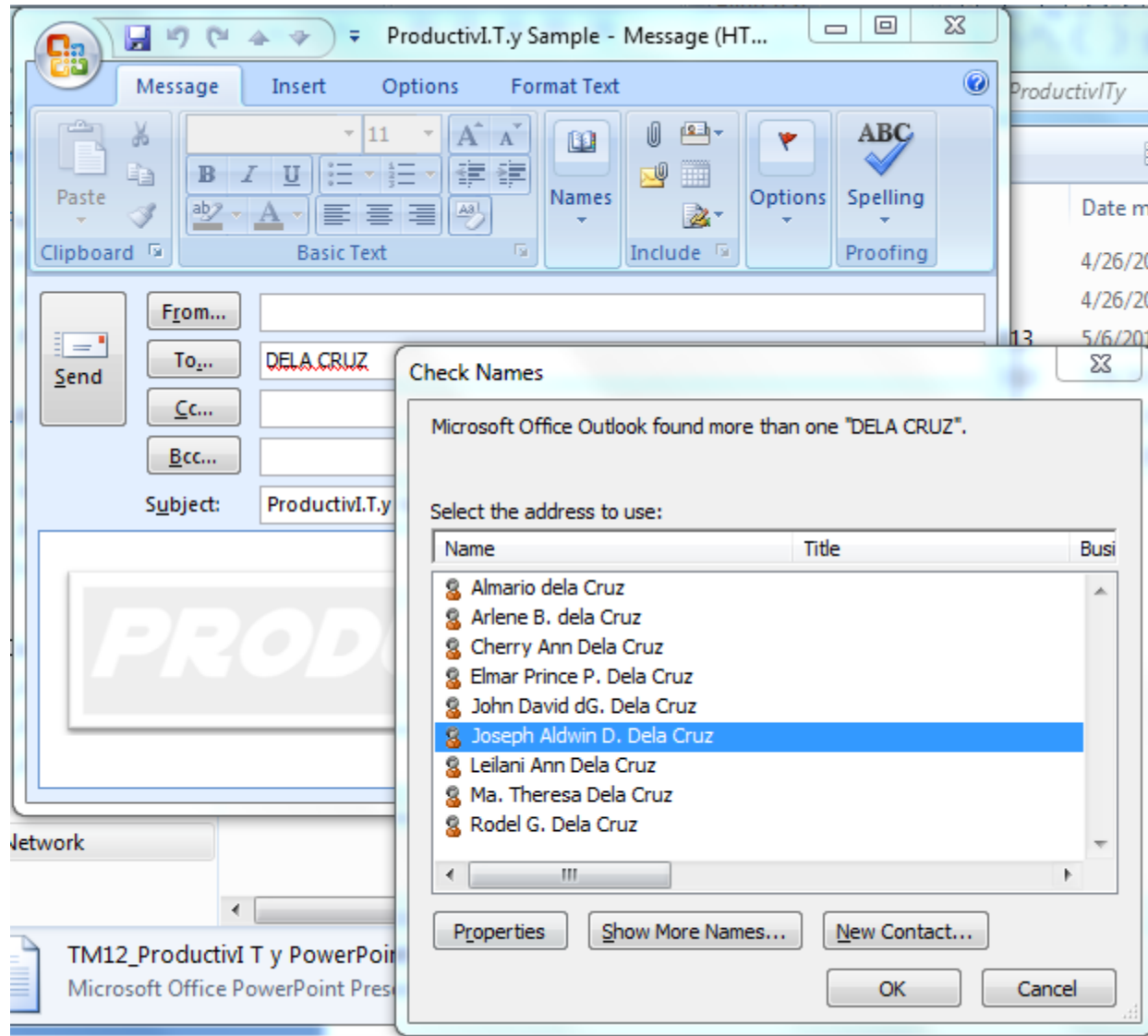
Prepared by Information Security and IT Governance Division of ICT.
Productivl.T.y showcases tips & tricks on various office and branch applications.

Alternative Way of Adding Recipients

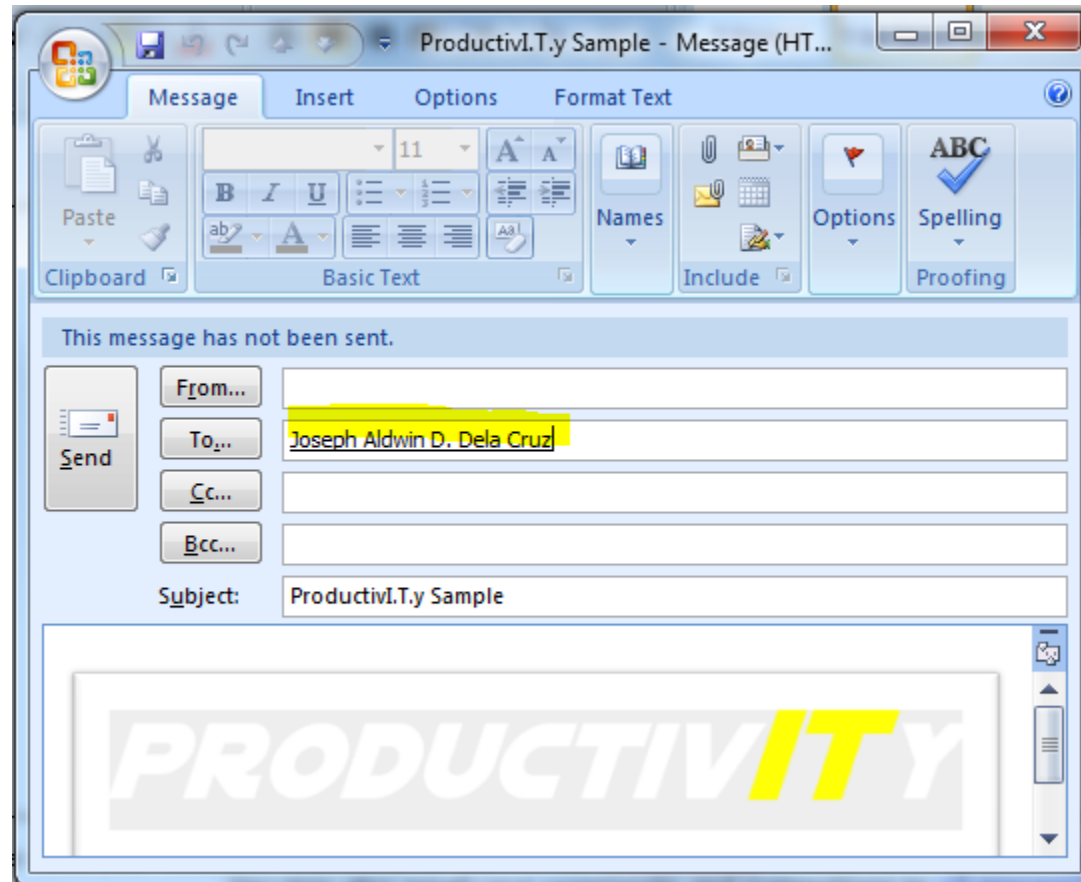
1. Open Outlook, create a new email and then enter the name of the recipient.



2. Press **CTRL+K** to check names matching the name you entered.



3. Select the name you intend to send the email that you're composing.



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