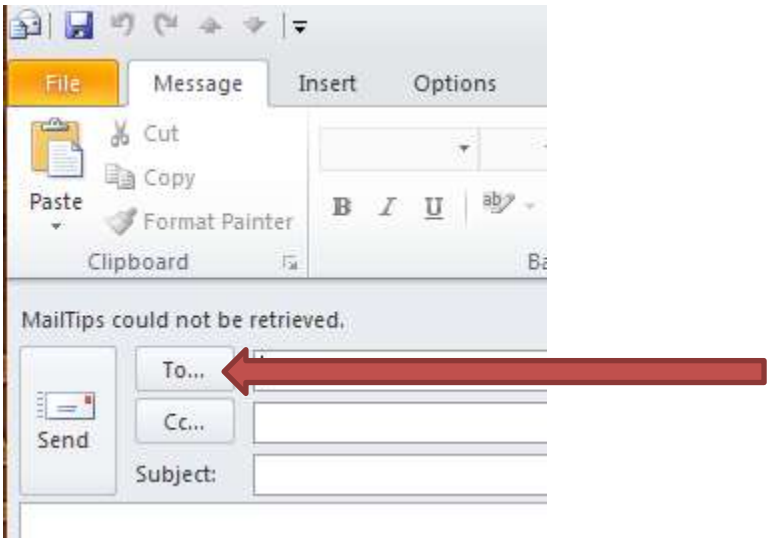
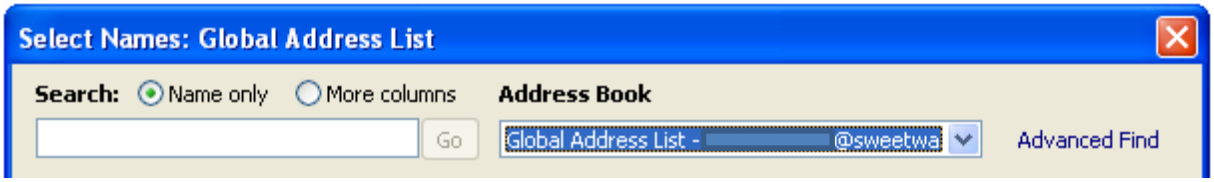
Click on “New E-mail”.

Click on the “To …” button.

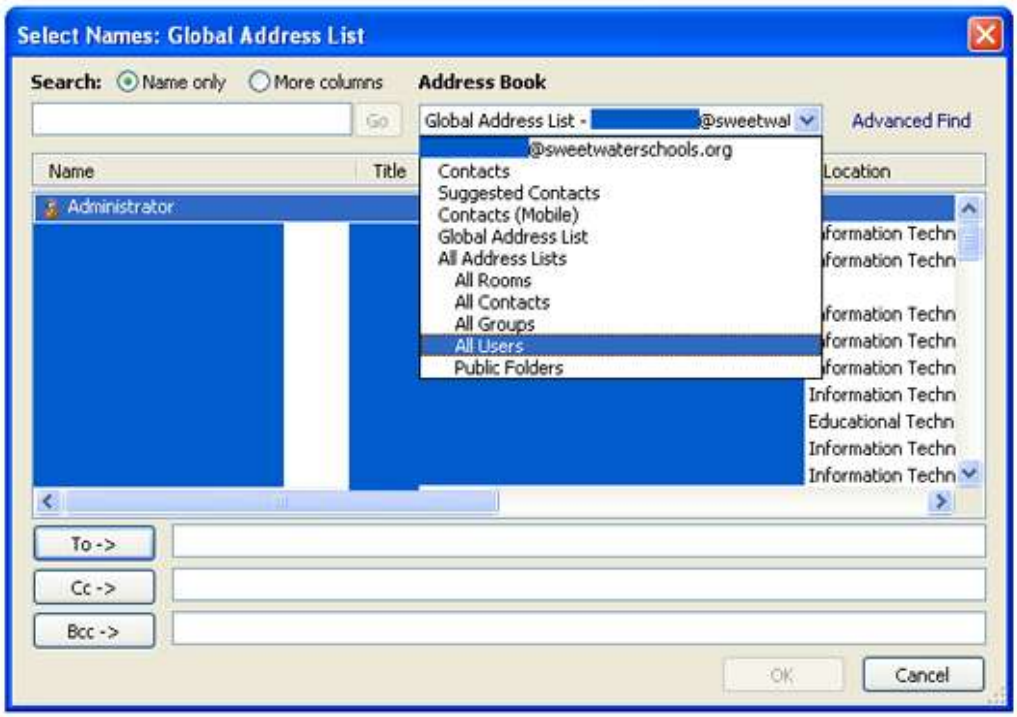


The default Address Book is going to be your personal “Global Address List”.



Click on the dropdown arrow and select “All Users”.

You will now be able to select all active users in the E-mail system.


Select Names: Global Address List
Search:
Name only
More columns
Address Book
Go
Global Address List - @sweetwal
Advanced Find
@sweetwaterschools.org
Contacts
Suggested Contacts
Contacts (Mobile)
Global Address List
All Address Lists
All Rooms
All Contacts
All Groups
All Users
Public Folders
Name
Title
Location
Administrator
formation Techn
formation Techn
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Information Techn
Educational Techn
Information Techn
Information Techn
To ->
Cc ->
Bcc ->
OK
Cancel