

Name Completion when Addressing Items

Once a New item is opened, go to the TO box and start typing the **LAST** name of the individual you want to send the email to.

In the example below the recipient is “GW8 Test” - **te** was typed in and Test, GW8 came up.

If this is the correct recipient hit the enter key. If not, either continue typing the last name until the recipient is found or hit the Down Arrow on your keyboard until the recipient is located.

*NOTE: If there are multiple users with the same last name like Smith, you will need to type the last name inserting a comma followed by the first name, i.e. if you want to send Mike Smith an email you will need to type **smith, mike***

