



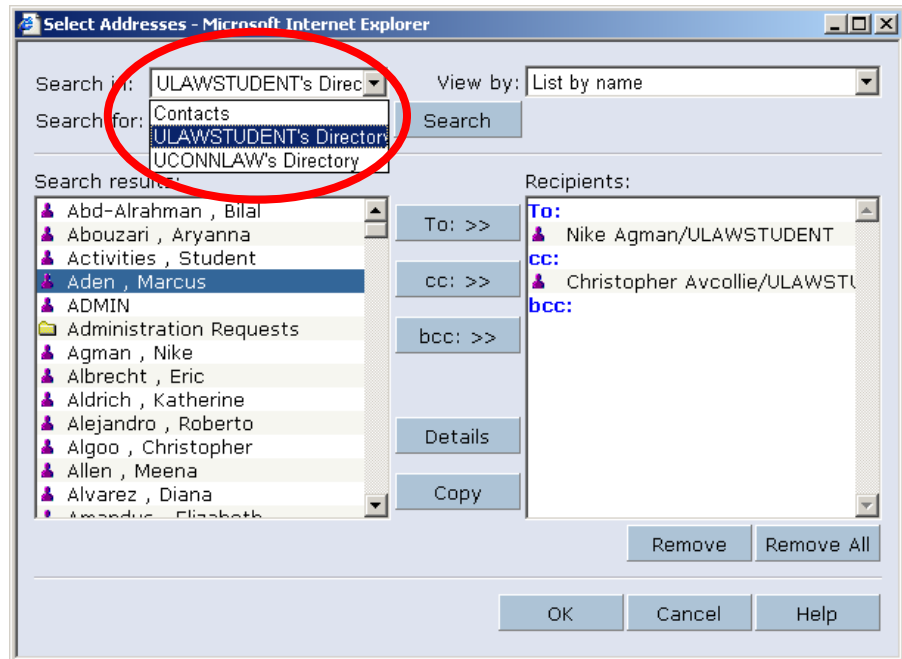
LawMail Addressing

This document shows the directories available to send messages at the Law School.

In the new email window, click on "To:"

The image shows a portion of an email composition window. It features four input fields: 'To:', 'cc:', 'bcc:', and 'Subject:'. The 'To:' field is highlighted with a red circle.

From the directories window, select from "Search in":
ULAWSTUDENT's Directory: Student emails
UCONNLAW's Directory: Faculty/Staff emails



Select the name of the person that you wish to email and click on "To:>>" to include the address in your recipients list.

You can obtain more details about an address, by clicking on "Details". Also, you may remove a recipient from your (right) list by clicking on Remove.