



Outlook: Quick To/CC/BCC recipient retrieval

This tip is small – but MIGHTY.

You know when you start a new email – and your cursor is sitting in the TO box...and you start to type in the first few letters of the person's name...IF you have written to them recently their email address will pop up (along with others) so you can click on it. Nice and fast.

HOWEVER, if you haven't written to them before – but they are in your Address Book – you can still enter their email address faster (without having to actually click on the TO button and open your Address Book).

With your cursor sitting in the TO box, type a few letters of their first or last name (the more letters the better if it's a common name)....then press [CTRL]K (sorry...I can't think of any witty little reminder for K).

Up comes a list of all the people in your address book whose name contains those letters. Simply double-click the one you want to insert.