

Using the Emergency Address list

1. Enter the Outlook program as you normally do.
2. Click the **New** button near the top.
3. Click the **To:...** button in front of the box – **NOT** in the white box.
4. Click on **Global Address List** at the top right of the box that will pop up.
5. Move your cursor to **Contacts** and click on it.
6. Click on **Emergency Contacts**
7. Click **To** by one of the bottom boxes.
8. Click **OK** at the bottom of the box.
9. In the **Subject** line enter pertinent message.
10. Enter your message in the large writing box.
11. Click the **Send** button near the top left.