

---

# Chapter 3

## Addressing Messages

---

### About addressing messages

#### Ways to enter addresses

You can enter addresses in any of the following ways:

- Type the address in the Address box in the New Message window. cc:Mail quickly finds the name that matches the letters you're typing. **See** "Entering an address" in this chapter.
- Use the Address Message dialog box to select from all addresses, mailing lists, bulletin boards, and folders. **See** "Choosing an address from the Directory" in this chapter.

**Tip** You must use the Address Message dialog box to address to a private mailing list or to a folder.

- Drag an address from any address container or from any message to the recipient list in the New Message window. **See** "Copying an address from another message" in this chapter.

#### Addressing to the Internet and to other external mail systems

To address a message to an Internet address, you first enter the name of the Internet gateway in the Address box in the New Message window. Then you are asked to enter the individual Internet address. You can save Internet addresses and select from them for future addressing. Addressing to other external mail systems works in much the same way: first you enter the gateway name, which is stored as an address in your cc:Mail Directory, and then you enter the recipient's name and address. **See** "Addressing to an Internet address" in this chapter..

### **Tips on addressing messages**

- Click Address in the New Message window to address to a folder or to a private mailing list.
- If you know the name of a public mailing list, you can type it in the Address box directly. Include the # (pound) at the beginning of the address.
- If you can't find an address, you can search for it. See Chapter 10, "Finding Messages and Addresses."
- You cannot address to an archive. To store a message in an archive after sending it, see "Storing a message in an archive" in Chapter 9.

### **Entering an address**

You can add one or more names listed in the Directory to the list of recipients in your message by typing them directly.

1. Begin preparing your message.
2. With the insertion point in the Address box, begin typing the name of the recipient until cc:Mail fills in the rest.
3. When you see the name that you want, press ENTER.
4. Repeat steps 1 and 2 for each recipient.

### **Choosing an address from the Directory**

You can add one or more names to the list of recipients in your message by choosing them from the Directory.

1. Begin preparing your message.
2. Choose Message - Address or click the Address button in the New Message window.
3. Choose the address mode (TO, CC, or BCC) that you want to apply to the recipient.
4. Begin to type the name of the recipient in the Address box until cc:Mail fills in the rest.
5. When the name that you want appears, click Add or press ENTER.
6. Repeat this procedure for each recipient that you want to receive your message.
7. (Optional) If you decide not to send the message to one of the addressees, select the address that you want to delete from the list of recipients, and then click Delete.
8. Click Done.

## Copying an address from another message

You can drag-and-drop one or more addresses from another message directly into the list of recipients in your new message:

1. Begin preparing your message.
2. Open the message that contains the addresses that you want to add to the new message.
3. Arrange the New Message and Message windows so that you can see both of them at the same time.
4. Select the addresses that you want from the recipient list in the other message.
5. While holding the left mouse button down, drag the selected addresses to the recipient list in the New Message window.
6. Release the mouse button to copy the addresses to the recipient list.
7. If you see a confirmation message, click OK.

## Using TO, CC, and BCC addressing

1. Begin preparing your message.
2. Choose TO, CC, or BCC.
3. Enter the recipient's name in the Address box.
4. Press ENTER to add the name to the list of recipients.

**Tip** Double-click an address in the recipient list to change the address mode after you have entered the address.

## Addressing to a post office

You can send a message to a person whose name is not in your local Directory by addressing it to that person's post office.

1. Begin preparing your message.
2. Enter the name of a post office in the Address box or choose it from the Directory.
3. Type the name of a person at that post office.  
or  
Select a recipient from the list of names that you previously saved.
4. (Optional) Click "Add to List" to save this name in your list of addresses for this post office.
5. (Optional) If you saved the address, select the address you want.
6. Click OK.

## **Addressing to a bulletin board**

You can address a cc:Mail message directly to a bulletin board.

1. Begin preparing your message.
2. Choose Message - Address or click the Address button in the New Message window.
3. Expand the Bulletin Boards container to display the bulletin boards.
4. Select the bulletin board that you want.
5. Click Add.
6. Click Done.

## **Addressing to a folder**

You can address a cc:Mail message directly to a folder.

1. Begin preparing your message.
2. Choose Message - Address or click the Address button in the New Message window.
3. Double-click the Folders container to display the folders.
4. Select the folders that you want.
5. Click Add.
6. Click Done.

## **Addressing to an Internet address**

If your post office has an Internet gateway, you can send a message to any Internet address. See your cc:Mail administrator for the name of your Internet gateway.

1. Begin preparing your message.
2. Type the name of the Internet gateway in the Address box or choose it from the Directory.  
For example, you might type INTERNET-MAIL.
3. Click Internet to enter a new address.  
or  
Select the Internet address from the list of addresses that you previously saved and click OK.  
For example, you might select "jvalentine@silver.com".

4. To add a new address, enter the name and domain in the Internet Addressing Assistant dialog box.  
The address is constructed as you enter this information.
5. Click OK.
6. (Optional) Click “Add to list” to save this name in your list of addresses.
7. (Optional) If you saved the address, select the address you want.
8. Click OK.

### **Addressing to a fax address**

If your post office has the optional cc:Fax gateway, you can send a message to any fax number. See your cc:Mail administrator for the name of your fax gateway.

1. Begin preparing your message.
2. Type the name of the cc:Fax gateway in the Address box or choose it from the Directory.  
For example, you might type CCFAX.
3. Click Fax to enter a new address.  
or  
Select the fax address from the list of addresses that you previously saved and click OK.  
For example, you might select “John Valentine FAX# 9,1-415-555-1212”.
4. To add a new address, enter the name and fax number in the Fax Addressing Assistant dialog box.  
The address is constructed as you enter this information.
5. Click OK.
6. (Optional) Click “Add to list” to save this name in your list of addresses.
7. (Optional) If you saved the address, select the address you want.
8. Click OK.

## **Addressing to an X.400 address**

If your post office has an X.400 gateway, you can send a message to any X.400 address. See your cc:Mail administrator for the name of your X.400 gateway.

1. Begin preparing your message.
2. Type the name of the X.400 gateway in the Address box or choose it from the Directory.  
For example, you might type X400.
3. Click X.400 to enter a new address.  
or  
Select the X.400 address from the list of addresses that you previously saved and click OK.
4. To add a new address, enter the appropriate fields in the X.400 Addressing Assistant dialog box.  
The address is constructed as you enter these fields.
5. (Optional) Click More to enter additional fields.
6. Click OK.
7. (Optional) Click “Add to list” to save this name in your list of addresses.
8. (Optional) If you saved the address, select the address you want.
9. Click OK.

---

## **About mailing lists**

A mailing list is a group of cc:Mail addresses. When you use mailing lists, groups of addresses are entered for you automatically when you prepare messages. For example, you might address a message to a mailing list called “Sales Managers,” which includes the individual names of all sales managers in your company.

### **Private and public mailing lists**

cc:Mail provides two kinds of mailing lists: private and public. You create and maintain private mailing lists, and can address to them from the Address Message dialog box. The cc:Mail administrator creates and maintains public mailing lists. The pound (#) precedes the name of public mailing lists. You can address to public mailing lists by entering the name, including the pound (#), or by choosing it from the Directory.

### **Superlists (bankshot addressing)**

Your post office may use superlists, or bankshot addressing. These are mailing lists of mailing lists. If your post office uses superlists, they may appear in your Directory as well as in the container pane, preceded by a pound (#). You can address to such a list by entering the name, including the pound (#), or by choosing it from the Directory.

If your post office uses superlists, you won't be able to see the names in a public mailing list unless you and the list share the same home post office.

### **Addressing a message to a private mailing list**

You can send a message to a group of people by addressing it to a private mailing list.

1. Begin preparing your message.
2. Choose Message - Address or click the Address button in the New Message window.
3. Choose the address mode (TO, CC, or BCC) that you want to apply to the recipients.
4. Expand the Private Mail Lists container to display the lists you have created.
5. Select the private mailing list that you want.
6. Click Add.
7. Click Done.

### **Creating a private mailing list**



1. Choose File - New - Private Mailing List.
2. Type a name for the mailing list.
3. Press ENTER.
4. In the Participant's List dialog box, begin to type the name of the first participant until cc:Mail fills in the rest.
5. When the name that you want appears, click Add or press ENTER.
6. Repeat this procedure for each participant that you want in the mailing list.
7. (Optional) If you decide not to include a participant in the mailing list, select the one that you want to delete from the list, and then click Delete.
8. Click Done.

## **Adding an address to a private mailing list**

Once you create a private mailing list, you can modify it anytime by adding addresses to it or deleting addresses from it.

1. Choose Window - New Address Book Window.
2. Expand the Private Mail Lists container to display the lists.
3. Open the mailing list to which you want to add addresses.
4. Choose Edit - Modify Mailing List.
5. Begin to type the name of the participant until cc:Mail fills in the rest.
6. When the name that you want appears, click Add or press ENTER.
7. Repeat this procedure for each participant that you want in the mailing list.
8. (Optional) If you decide not to include a participant in the mailing list, select the one that you want to delete from the list, and then click Delete.
9. Click Done.

## **Deleting an address from a private mailing list**

1. Choose Window - New Address Book Window.
2. Expand the Private Mail Lists container to display the lists.
3. Open the private mailing list from which you want to delete addresses.
4. Select the addresses that you want to delete.
5. Choose Edit - Delete.
6. If you see a confirmation message, click OK.

## **Viewing the addresses in a private mailing list**

1. Choose Window - New Address Book Window.
2. Expand the Private Mail Lists container to display the lists.
3. Double-click the private mailing list that you want to view.

## **Renaming a private mailing list**

1. Choose Window - New Address Book Window.
2. Expand the Private Mail Lists container to display the lists.
3. Select the private mailing list that you want to rename.
4. Choose Edit - Rename.
5. Type the new name and press ENTER.

## **Deleting a private mailing list**

1. Choose Window - New Address Book Window.
2. Expand the Private Mail Lists container to display the lists.
3. Select the private mailing list that you want to delete.
4. Choose Edit - Delete.
5. If you see a confirmation message, click OK.

## **Addressing a message to a public mailing list**

You can send a message to a group of people by addressing it to a public mailing list.

1. Begin preparing your message.
2. Choose Message - Address or click the Address button in the New Message window.
3. Choose the address mode (TO, CC, or BCC) that you want to apply to the recipients.
4. Expand the Mail Lists container to display the lists.
5. Select the public mailing list that you want.
6. Click Add.
7. Click Done.

## **Viewing the addresses in a public mailing list**

1. Choose Window - New Address Book Window.
2. Expand the Mail Lists container to display the lists.
3. Double-click the public mailing lists that you want to view.

