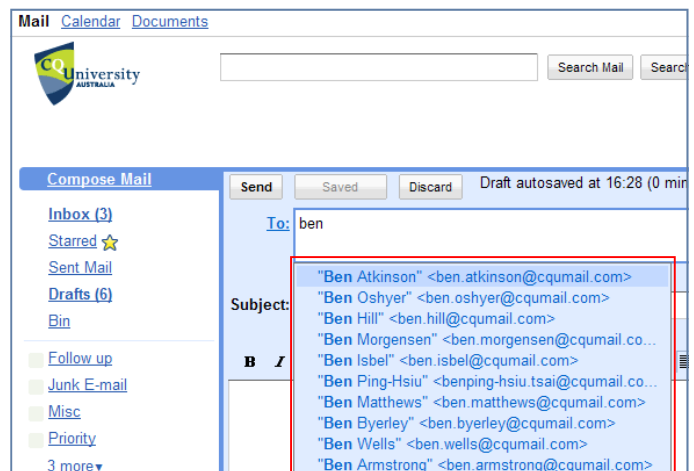


Emailing Contacts in CQUni Mail for Students

Auto-complete Address Entry

In CQUni Mail, the **Contacts Manager** includes the email addresses of all a student's personal contacts, along with all CQUniversity staff and students. In addition, it records the email addresses of people outside CQUniversity with whom a student has corresponded.

This means, that when a student starts typing an address in an email message or meeting invitation, the addresses of personal contacts, CQUniversity staff and students, and anyone that they've corresponded with will automatically appear (example pictured left).

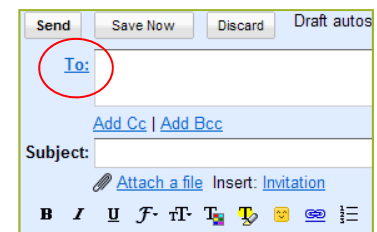


Note: To tell the difference between a *student* email address and a *staff* email address, look at the *domain* name.

The *domain* name is the extension of letters located to the right of the @ symbol within an email address.

- All student email addresses will end with "@cquemail.com" or "@student.cqu.edu.au".

- All staff email addresses will end with the domain "@cqu.edu.au" or "@[campus]cqu.edu.au".



The Contacts Picker

The Contacts Picker lets students select any of their Contacts when composing a new email message.

With the Contacts Picker, students can search for contacts using the auto-complete address entry or by browsing the list.

Click the "To:" link to access the Contacts Picker when composing an email message.

