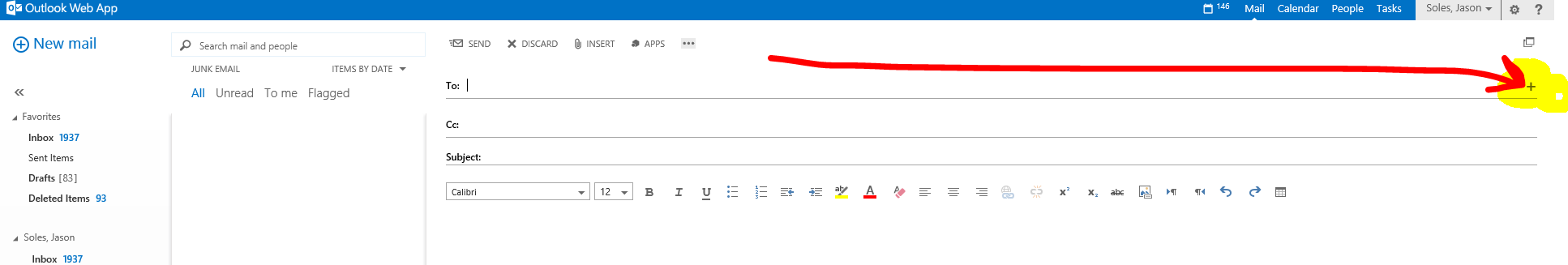
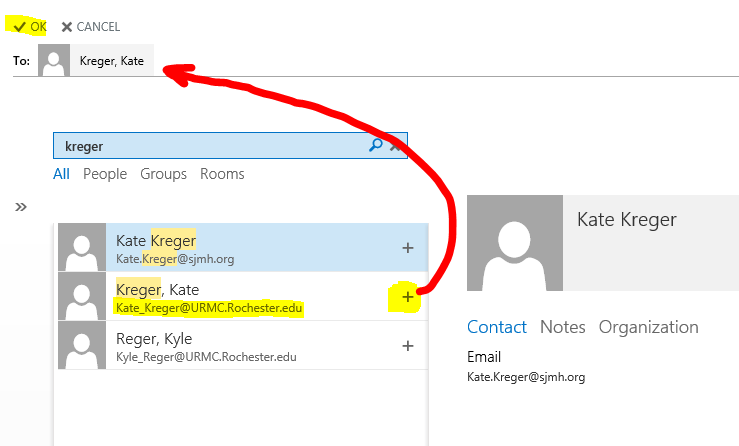
When composing a new message in from: [https://mail.urmc.rochester.edu](https://mail.urmc.rochester.edu/owa/auth/logon.aspx?replaceCurrent=1&url=https%3a%2f%2fmail.urmc.rochester.edu%2fowa)

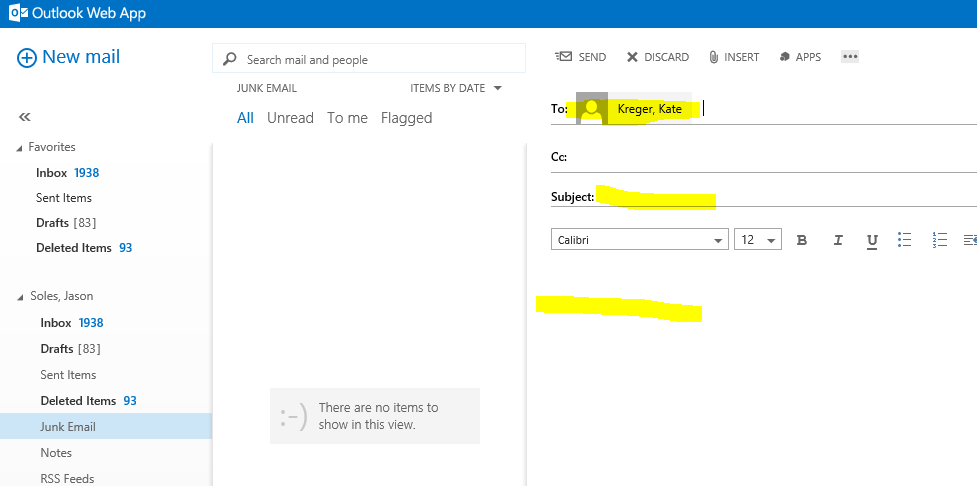
If you click on the little plus sign on the right of page you can easily search for Users and add them to your email.



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Adding/Searching for Recipients in OUTLOOK DESKTOP

Make sure your from email is correct; only if you have multiple setup

Click to, Search by lastname or Firstname

Make sure you are selecting the right user, and click their name

