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.



Once you find the person you are lookng for… just hit the plus sign next to their name and click OK.

 Make sure you grab the NEW URMC.ROCHESTER.EDU ADDRESS





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

