To add recipients, click Select the recipients or type the email addresses separated by semi-colons.

Example of entered email addresses:



Or you can add recipients using the steps below:

1. Select the recipients… 
2. Select ‘WSU\_LDAP’ link 
3. Select the ‘Search’ link in the far upper right hand corner 
4. Type in the accessid to be added (lowercase) and select Search



1. When the accessid is found, check the box next to the id and select the yellow arrow to add to entries and then hit ok.



1. Select ok and the user will added to the distribution list.