# **General Tab**

Displays information about an agent. An agent is an e-mail address created for a specific purpose, such as a suggestion box. For example, users can send suggestions to the agent's address, and the agent can then remove the sender's name and forward the suggestion anonymously to a specified user.

#### **Display Name**

Shows the name that is displayed in the Address Book.

## Alias Name

Displays an abbreviated name (alias) if one was assigned by the administrator.

### Notes

Displays additional information about the agent.

### Personal Address Book/Add

If available, adds the name to your personal address book or the active list of users.

### To/Cc/Bcc

If you are composing a message, adds the name to the corresponding address box in the message.

### << (Previous)

Displays the preceding entry in the address list.

### >> (Next)

Displays the following entry in the address list.

# Member Of Tab

Displays the distribution lists (DLs) the agent is a member of.

# Distribution List Membership

Lists each DL the agent is a member of.

## Personal Address Book/Add

If available, adds the name to your personal address book or the active list of users.

## To/Cc/Bcc

If you are composing a message, adds the name to the corresponding address box in the message.

## << (Previous)

Displays the preceding entry in the address list.

## >> (Next)

Displays the following entry in the address list.

# E-Mail Addresses Tab

Displays information about the e-mail addresses and systems that can be used to reach the agent.

## E-Mail Addresses

Lists all e-mail addresses that can be used to reach the name selected in the address list.

### Personal Address Book/Add

If available, adds the name to your personal address book or the active list of users.

#### To/Cc/Bcc

If you are composing a message, adds the name to the corresponding address box in the message.

### << (Previous)

Displays the preceding entry in the address list.

### >> (Next)

Displays the following entry in the address list.