

## **MSA - General Tab**

Displays information about a MacMail recipient.

### **Display Name**

Shows the name that appears in the Address Book.

### **User Name**

Displays the recipient's MacMail address.

### **Server Name**

Displays the name of the recipient's network.

### **Always Send To This Recipient In Microsoft Exchange Rich Text Format**

Retains the rich text format when sending the message.

### **To/Cc/Bcc**

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

### **Send Options**

Displays the **Send Options For This Recipient Properties** dialog box, where you can specify the Internet encoding method you want to use on a per-recipient basis. For example, if you have the default for encoding set to Multipurpose Internet Mail Extensions (MIME) and you have one recipient whose e-mail system uses only uuencode, you can specify that this user receive all messages encoded in uuencode rather than MIME.

**Note** You must add the recipient to your personal address book (PAB) before you can specify special encoding instructions.

