

## Send Mail/Meeting Invitation to a Contact or Group

With the "**type ahead**" addressing feature you can type the contact's name (or group name) directly in the address fields of a new message or the invitee fields of a meeting invitation and Notes will search your contacts to find a match and fill in the e-mail address(es).

You can also send a message or meeting invitation directly from the **Contacts** view.

- Open **Contacts**
- Select the Contact or Group
- Click the **Send Message** or **Schedule a Meeting** action

