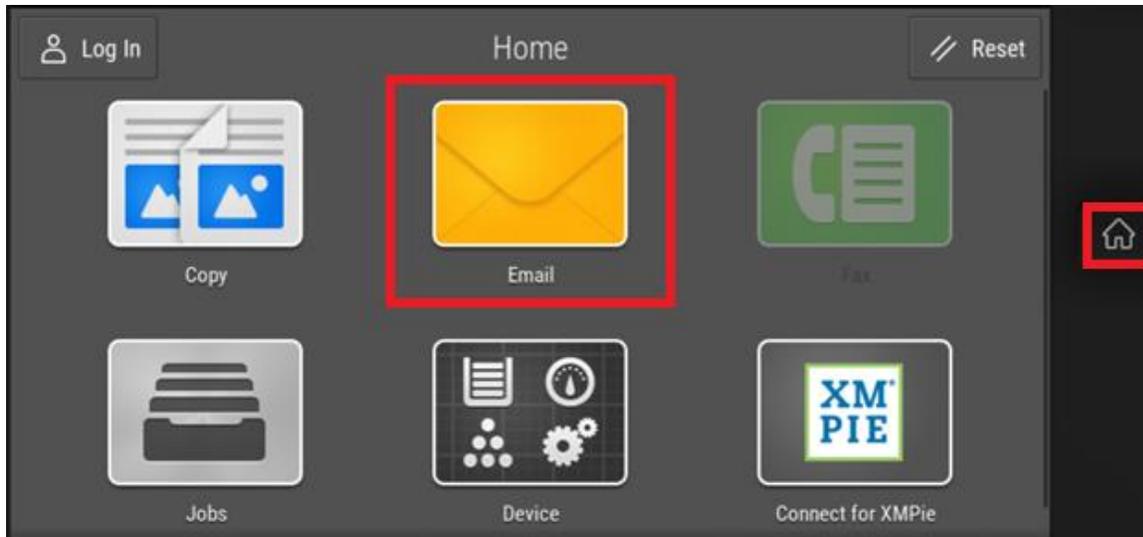
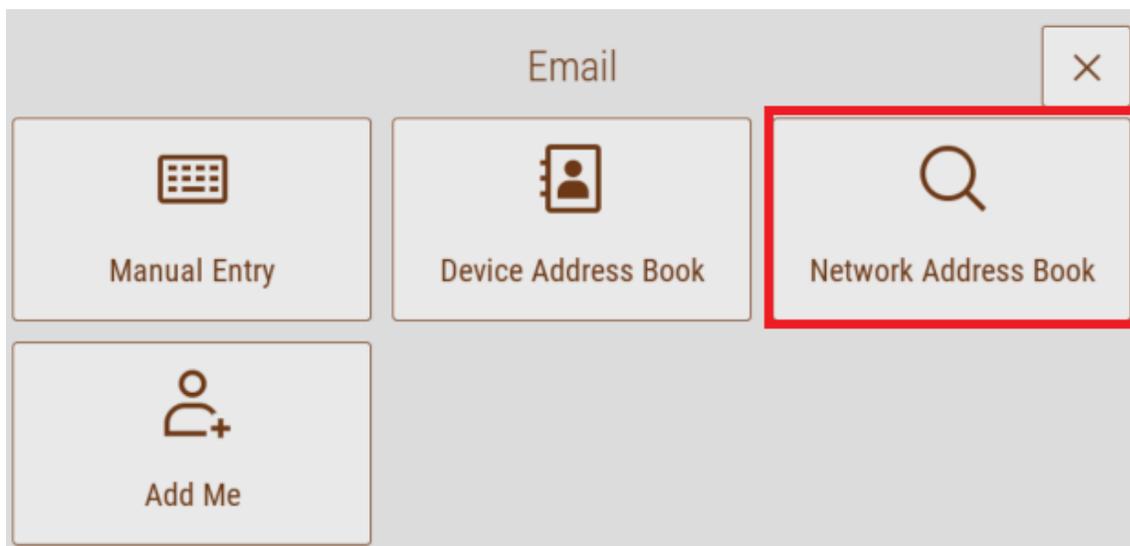


# Altalink – Scan to Email Instructions

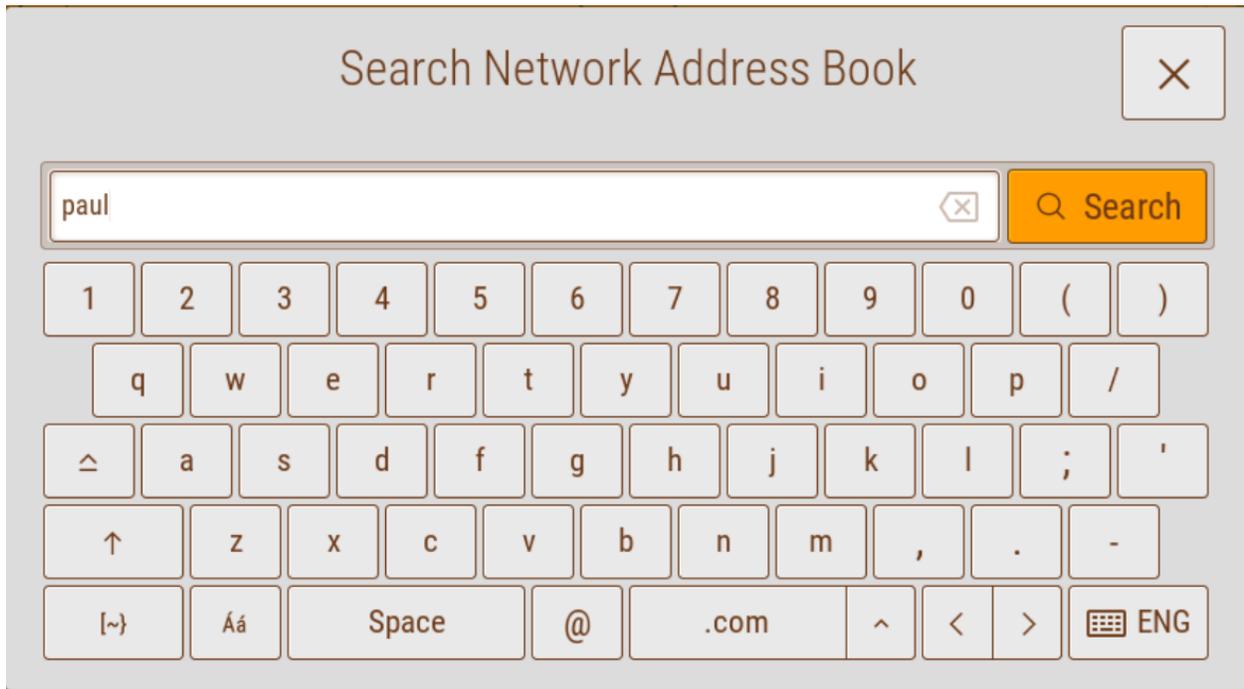
1. Place your documents in the document feeder.
2. Click on home button on left.
3. Click on “Email.”



4. To send to internal UCOP recipients, click on “Network Address Book” to search the UCOP address book. If you want to send to an external contact, skip to Step 8.



5. Type in the first name of the person that you are emailing and then click search.



Search Network Address Book

paul

Search

1 2 3 4 5 6 7 8 9 0 ( )

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[~] Áá Space @ .com ^ < > ENG

6. Click on the name of the person.



Q paul

Anderson Phone, Paul  
14159542503@tmomail.net

Anderson, Paul  
Paul.Anderson@ucop.edu

Anderson, Paul  
Paul.Anderson3@ucop.edu

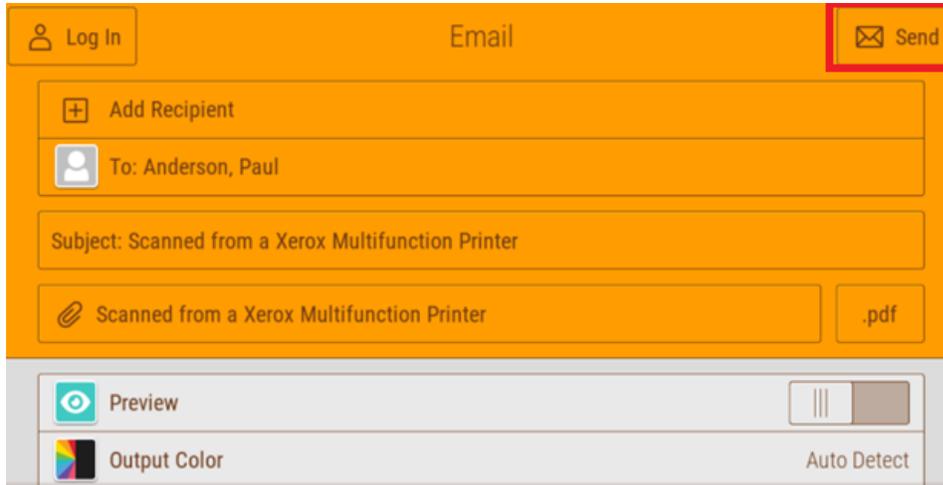
Atwood, Paul  
Paul.Atwood@ucop.edu

DeLeon, Paul  
Paul.DeLeon@ucsf.edu

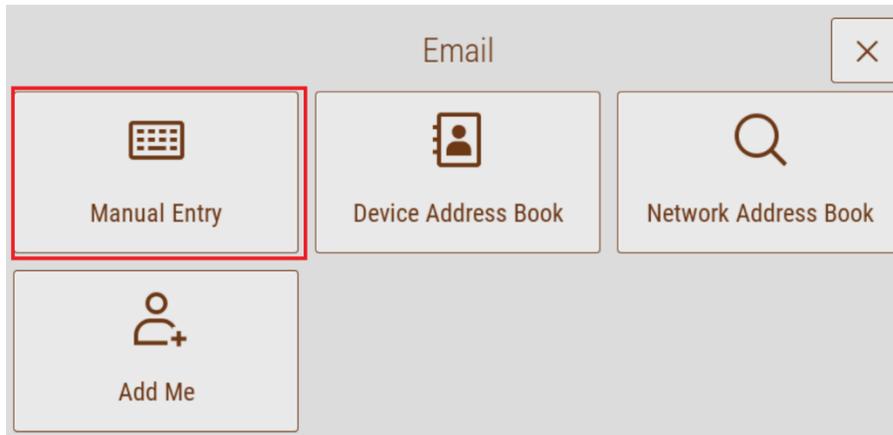
Fogel, Paul  
Paul.Fogel@ucop.edu

Garza, Paul

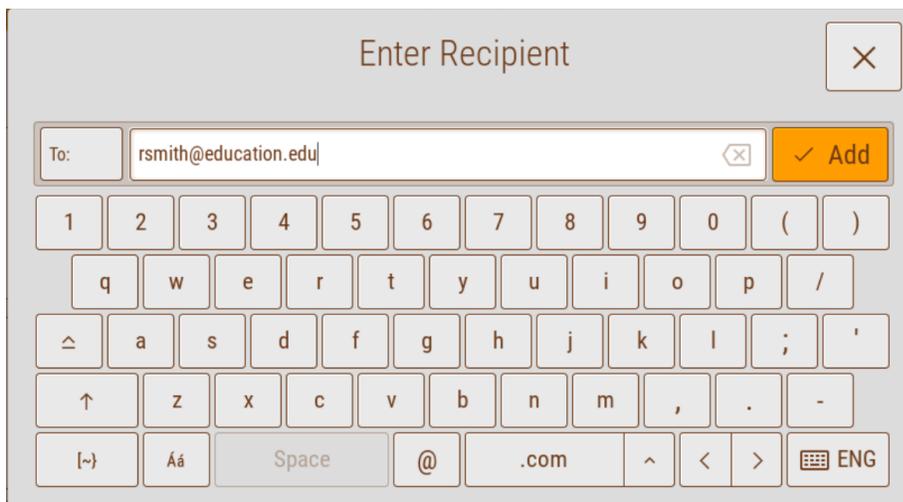
**7. Click “Send.”**



**8. Sending to External Recipients: Click on “Manual Entry.”**



**9. Type in the external email address and then click “add.”**



10. Click on "Send."

