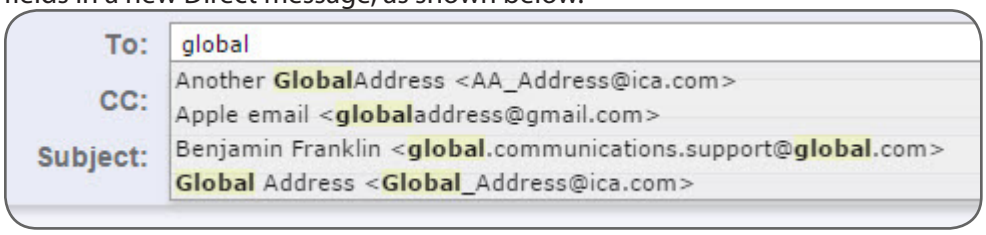
CareAlign Address Book Full Text Searching: A Quick Guide

With the release of CA 3.2.10, Direct Messaging users can quickly search for CareAlign Direct mailbox addresses using full text searching. The Address Book Search feature allows users to search their home vault, published mailboxes in other vaults, their Favorite Addresses, and all Global Addresses in a single search.

The more information provided when creating mailboxes, User Favorites, and Global Addresses, the easier it is for a user to locate a recipient's Direct Messaging address. Using this feature, users can search for any of the following data points:

- Email Address (or full domain name i.e. "icainformatics.com")
- Organization name
- Mailbox Name
- First Name – Mailbox Owner
- Last Name – Mailbox Owner
- Company Name
- Address1
- Address2
- City
- State
- Zip Code
- Specialty
- Provider Type
- NPI

Search results will be listed alphabetically by Mailbox Name.

In addition to the address book search, users can also search for the same data points using the **To:** and **CC:** fields in a new Direct message, as shown below.