

OUTLOOK ADDRESS BOOK

Finding People

Outlook has a Global Address Book for the entire Wash U community. You can access this address book from the home screen of your email. This address will provide email addresses, phone numbers, campus box information, even a list of the persons direct reports.

From Outlook ribbon

- Select Address Book (see **Figure 1**)
- If you know the person's name
 - o enter name info, and press Enter (see **Figure 2**)
 - o Expand details on selected person by double-click on desired result (see **Figure 3**)
 - o View more using tabs: general, organization, phone, member of, email addresses (see **Figure 3**)
- Alternative search - use "Advanced Find" to search by something other than NAME (see **Figure 4**)
 - o Complete the Advanced Find search form (see **Figure 5**)
 - o Scroll through results (see **Figure 6**)

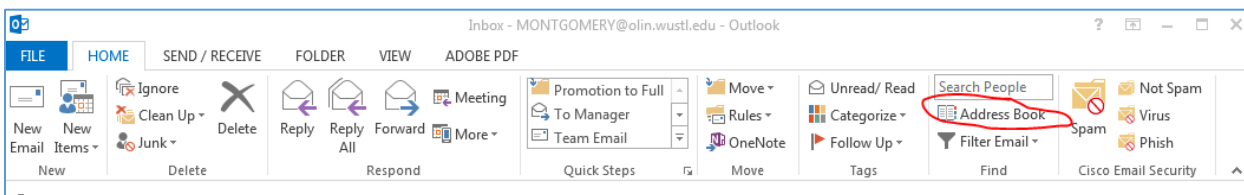


Figure 1 - Outlook ribbon

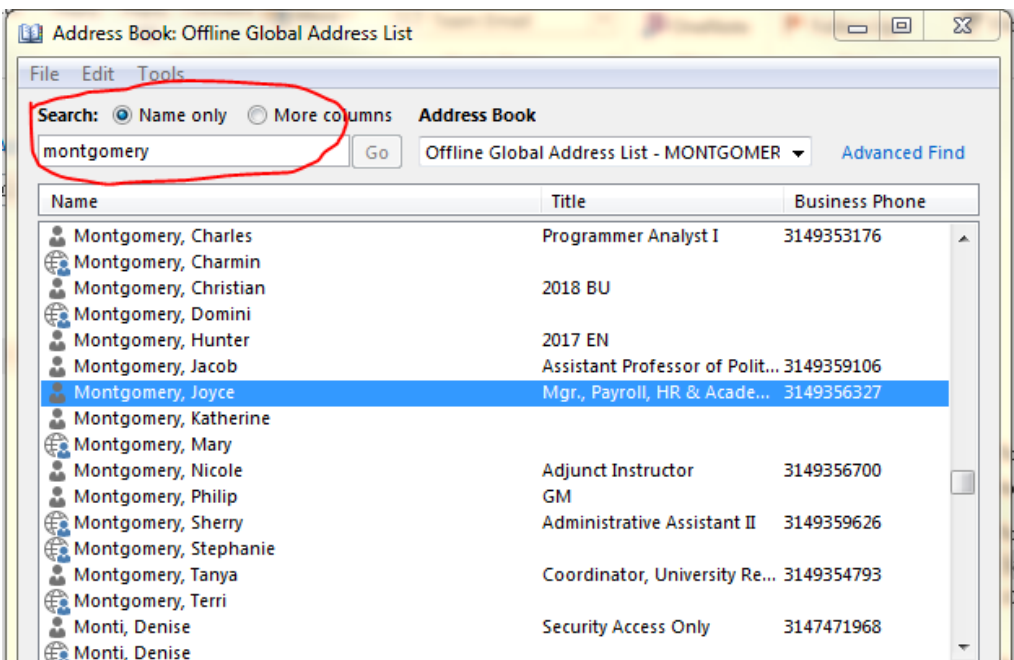


Figure 2 - Address book, enter a search term such as 'last name'

Montgomery, Joyce
Mgr., Payroll, HR & Academic Affairs

General Organization Phone/Notes Member Of E-mail Addresses

Name
First: Joyce Initials: Last: Montgomery
Display: Montgomery, Joyce Alias: montgomery

Address: 1156 Title: Mgr., Payroll, HR & Academ
Company:

City: Department: Business School-Dean's Off
State: Office: Bauer Hall BH440
Zip code: Assistant:
Country/Region: Phone: 3149356327

Add to Contacts Actions

OK Cancel Apply

Figure 3 - Search result, Open person's detail

Address Book: Offline Global Address List

File Edit Tools

Search: Name only More columns Address Book
Go Offline Global Address List - MONTGOMER **Advanced Find**

Name	Title	Business Phone
0123		
0582 managers		
1110 & Co.		
1st grade soccer		
2015 101		
2015 212 Studio		
2015 Capstone		
2015 defense		
2015 Fall - Capstone 1		
2015 GCP Accepted		
2015 HSSI Residential Staff		
2015 Majors & Minors		
212 TA 2015		
312		
402		
713_Drake		
A&S Academy207		

Figure 4 - Find a person, Advanced Find (note selection of "name only" at top)

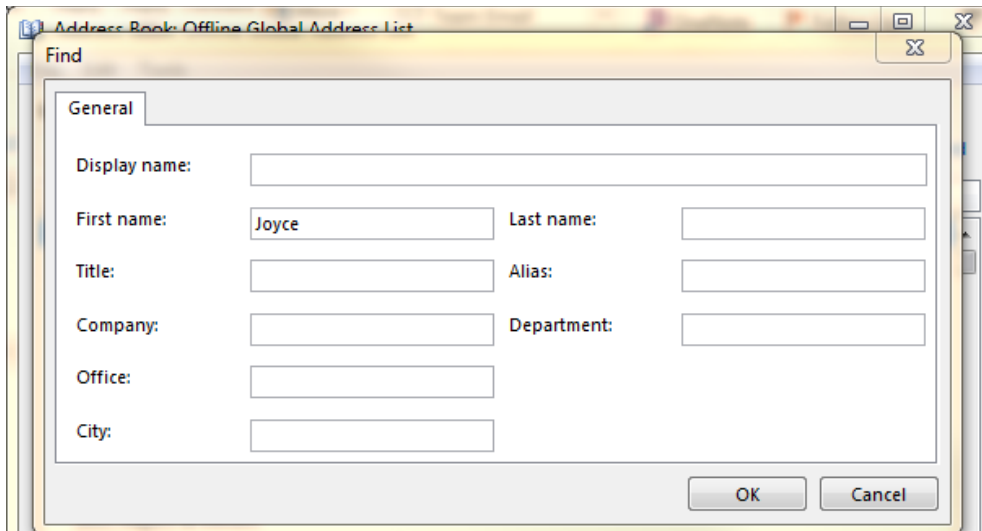


Figure 5 - Find a person, Advanced Find search form

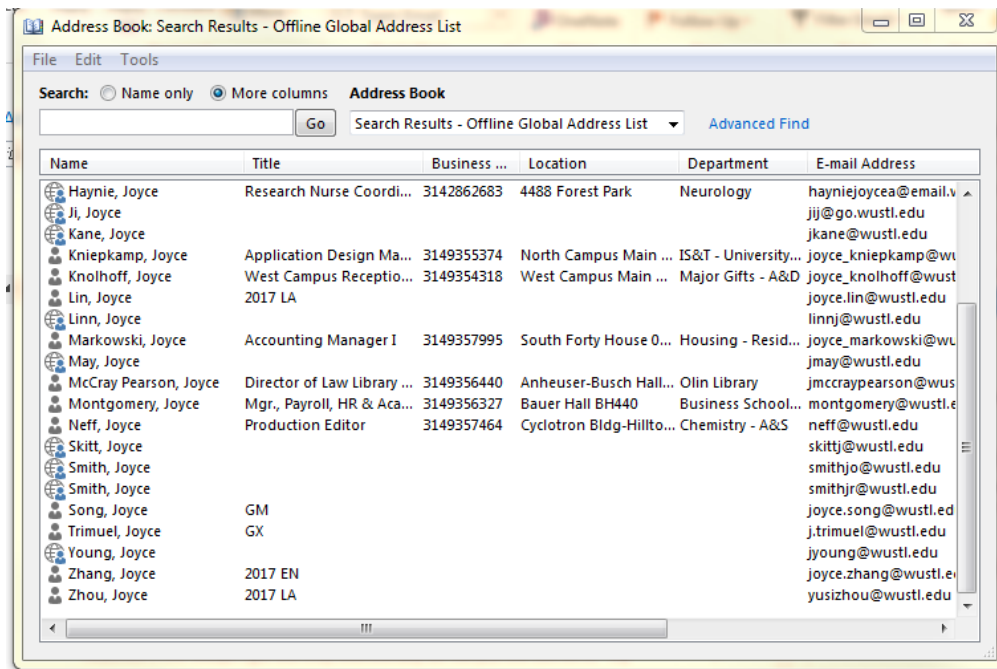


Figure 6 - Find a person, Advanced Find results