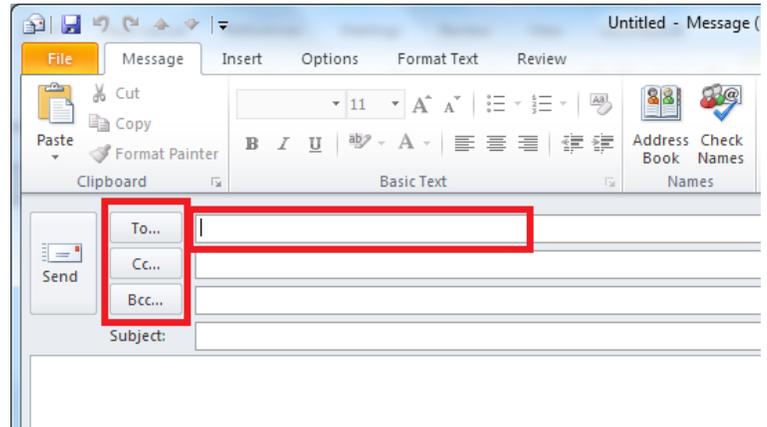


How to find people in Outlook

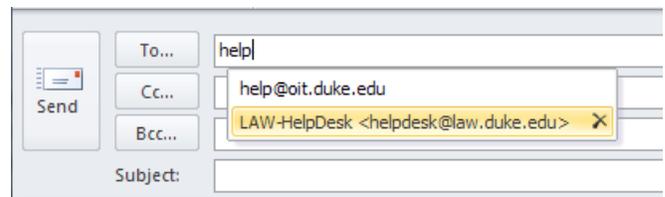
Dec 21, 2011

Use address books, contact lists, and public folders to get the email addresses you need.

Open a compose message window. There are two main ways to seek help with addressing: You can start *typing* in the To... or Cc... field, *or click* on the **To...** or **Cc...** buttons.



If you start typing, Outlook will try to match your text to addresses you have previously sent email to. Click on an entry to select it, or use your arrow keys and the Enter key.



(Note: Outlook keeps a separate list from Outlook Web App. Also note that these addresses are collected in the contacts folder called "Suggested Contacts.")

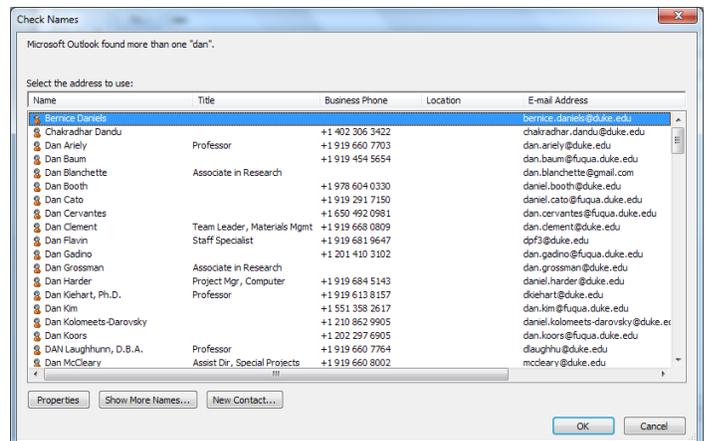
Remember to separate addresses with semicolons.

If you don't get a match just by typing, try clicking on the **Check Names** button.



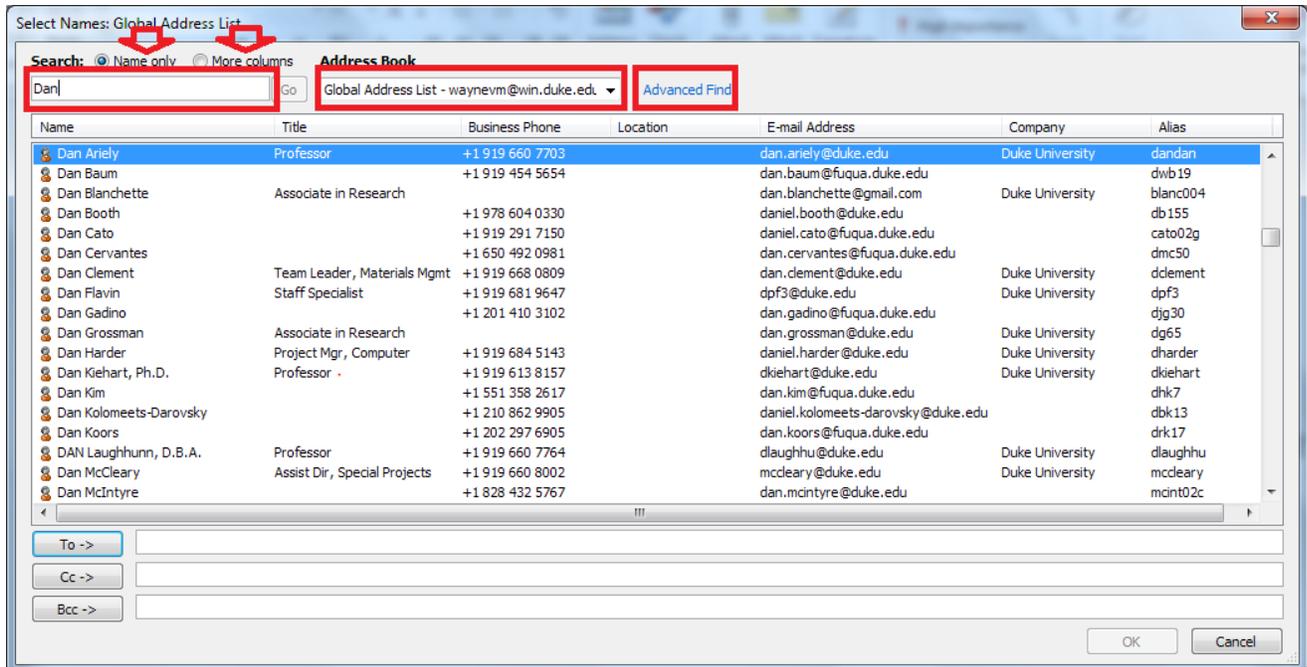
That searches the global Address Book (all the addresses in Exchange) and your Contacts for a match. If

your text produces multiple matches in the Address Book, you will see the Check Names window with choices (right; double click to select); if there is only one match it will be filled in.



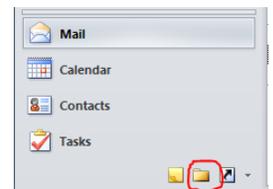
(Note: you can change the order in which Contacts and Address Book are searched, if desired. Click on **Address Book** in the main Outlook window, then click on **Tools** and select **Options**.)

If you click on the **To...** or **Cc...** buttons, you will be presented with the following **Select Names** window. At the top of the window, you can type the text you want to match. Note that the text matches from the beginning (i.e., on first names). If you want to search on other fields like Title, click on **More columns**. If you would like to search a Contact folder instead, *click* on the **Address Book** menu. If you want to search on a last name, click on **Advanced Find**. *Double click* on the entry that you want to email, or *click* the **To ->** or **Cc ->** buttons at the bottom. When done, *click* **Ok**.



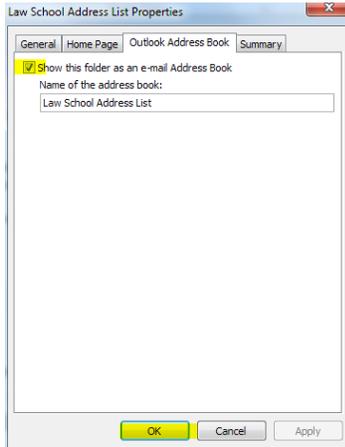
How to add the Law School Address Book to your Contacts folder list

Students are listed in the Global Address List, but they are only identified as law students in this special address book. Some addresses are only listed in this book, such as course-and-section email lists. This section describes the steps to make this book accessible as a Contacts folder.



In the lower left of the main Outlook window, click on the **Folder List** button.

Now find the **Public Folders** list at the end of your Folder List on the left. *Double click* on it, and *double click* on **All Public Folders**. Now *right click* on **Law School Address List**. *Select Properties*.



Click on the **Outlook Address Book** tab. Check the checkbox **Show this folder as an e-mail Address Book**. Click **OK**.

Now the Law School Address Book will be listed in the **Select Names** window.