How to find people in Outlook

Dec 21, 2011

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

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Basic Text

help@oit.duke.edu

LAW-HelpDesk <helpdesk@law.duke.edu>

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Review

Insert

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.



(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.

neck Names					
Microsoft Outlook found more than o	ne "dan".				
Colored the address to use					
select the address to use:	and a	P 1 P1	1	5 111	
Name	nue	business Phone	Location	E-mail Address	
8 Bernice Daniels				bernice.daniels@duke.edu 🔺	
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Dan McCleary	Assist Dir, Special Projects	+1 919 660 8002		mccleary@duke.edu *	
•	m			- F	
Properties Show More Names	s New Contact				
				OK Cancel	

Untitled - Message (

Address Check

Book Names

Names

(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.

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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.

<u> Mail</u>	
Calendar	
Contacts	
🟹 Tasks	
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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**.

aw School Address List Properties
General Home Page Outlook Address Book Summary
Show this folder as an e-mail Address Book
Name of the address book:
Law School Address List
OK Cancel Apply

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.