

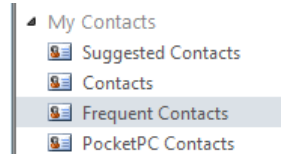


How to find people in Outlook Web App

Dec 21, 2011

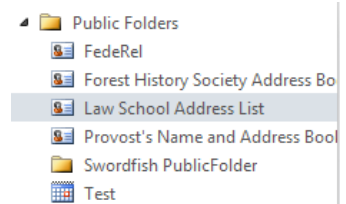
Q: Where do I find email addresses for the law school?

A: Most addresses can be searched and found in the Address Book  , represented by an open book icon near the top right of the Outlook Web App window. You can also search **Contacts**, including your GroupWise **Frequent Contacts**, and other personal address books by clicking on them in the left panel. Once viewing someone's information, click on the email icon  to start a message to the person you found.



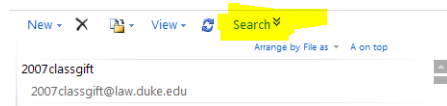
Q: How do I find addresses not listed in the Address Book, such as course-and-section email lists? And where can I see law students identified as law students?

A: Click on **Public Folders** at the bottom the left panel, then click on



Law School Address List. Click on

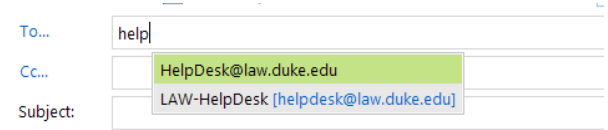
Search in order to be able to enter a name. Click on the email address to open an email message to that address.




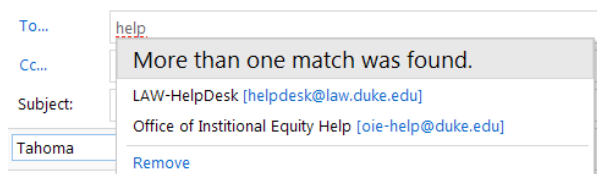
Q: I relied on *name completion* in GroupWise. Do I have it in Outlook?

A: Yes, but there are some differences. In Outlook you can start typing into the To... or Cc... field and:

- Addresses or names you have emailed should display when you type characters that match



- Or click the **Check Names** button  , and Outlook will try to match names from the Address Book or from your contacts



Q: How do I address multiple names/addresses in a message?

A: When in a compose window, click on **To...** or **Cc....** In the resulting window, you can choose whether to search the global Address Book or one of your contacts folders. Double click on the contact you want to add to the **To->** or **Cc->** field at the bottom of the window. Click **Ok** when done.

Address Book

- Default Global Address...
- All Rooms
- Show other address lists
- Contacts
 - My Contacts
 - Suggested Contacts
 - Contacts
 - Frequent Contacts
 - PocketPC Contacts
 - Wayne's Book

Search: help

Arrange by Name A on top

LAW-HelpDesk

- Law School
- helodesk@law.duke.edu

Office of Institutional Equity Help

Office of Institutional Equity
oie-help@duke.edu

LAW-HelpDesk

Contact Alias: helpdesk-law
E-mail: helpdesk@law.duke.edu

Information Department: Law School
Company: Duke University

Organization

Availability Tue 6/21/2011 ☒ Show only working hours

Tuesday 6/21/2011

8:00	9:00	10:00	11:00	12:00	1:00	2:00	3:00	4:00
				PM				

Message recipients:

To -> Wayne Miller; LAW-HelpDesk;

Cc ->

Bcc ->

OK Cancel