How to find people in Outlook Web App

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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.