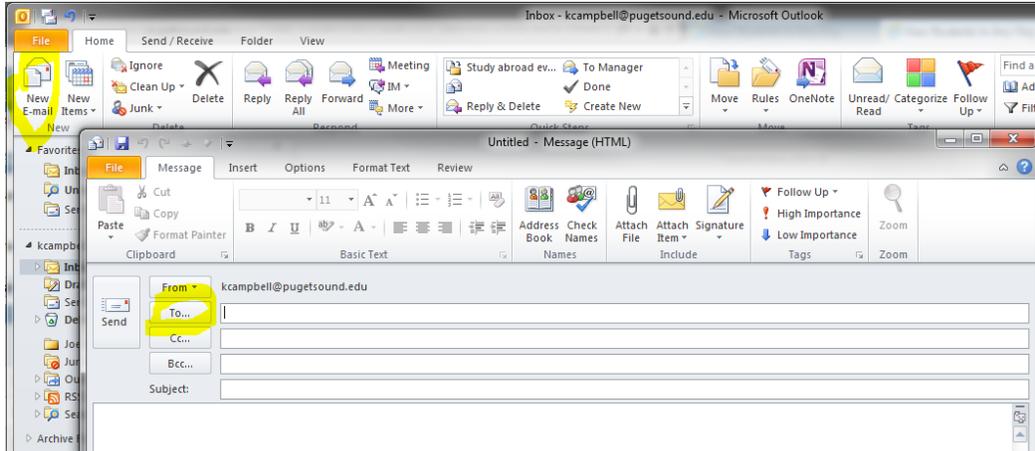


# Searching Email Address in Outlook or Webmail

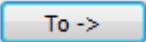
## Outlook Search

**Step 1:** Click the New Email icon at top left of your Outlook pane.

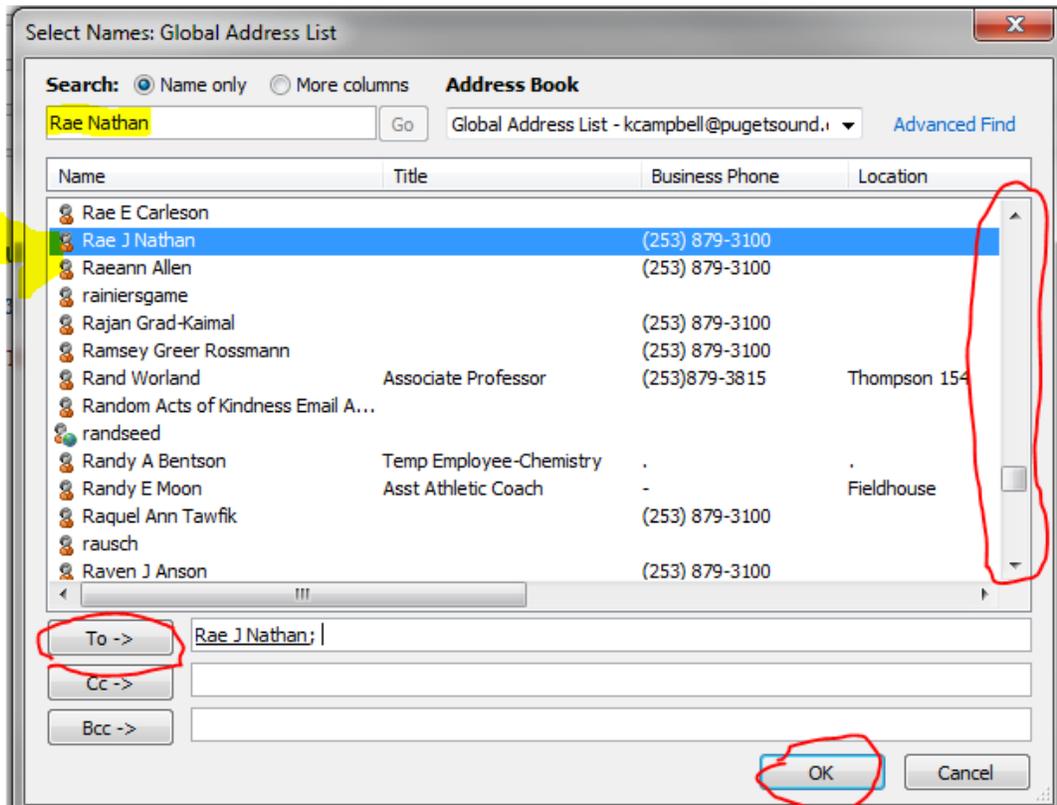
**Step 2:** Click the “To....” button to bring up the Global Address List (a list of the UPS campus community staff, faculty, students).



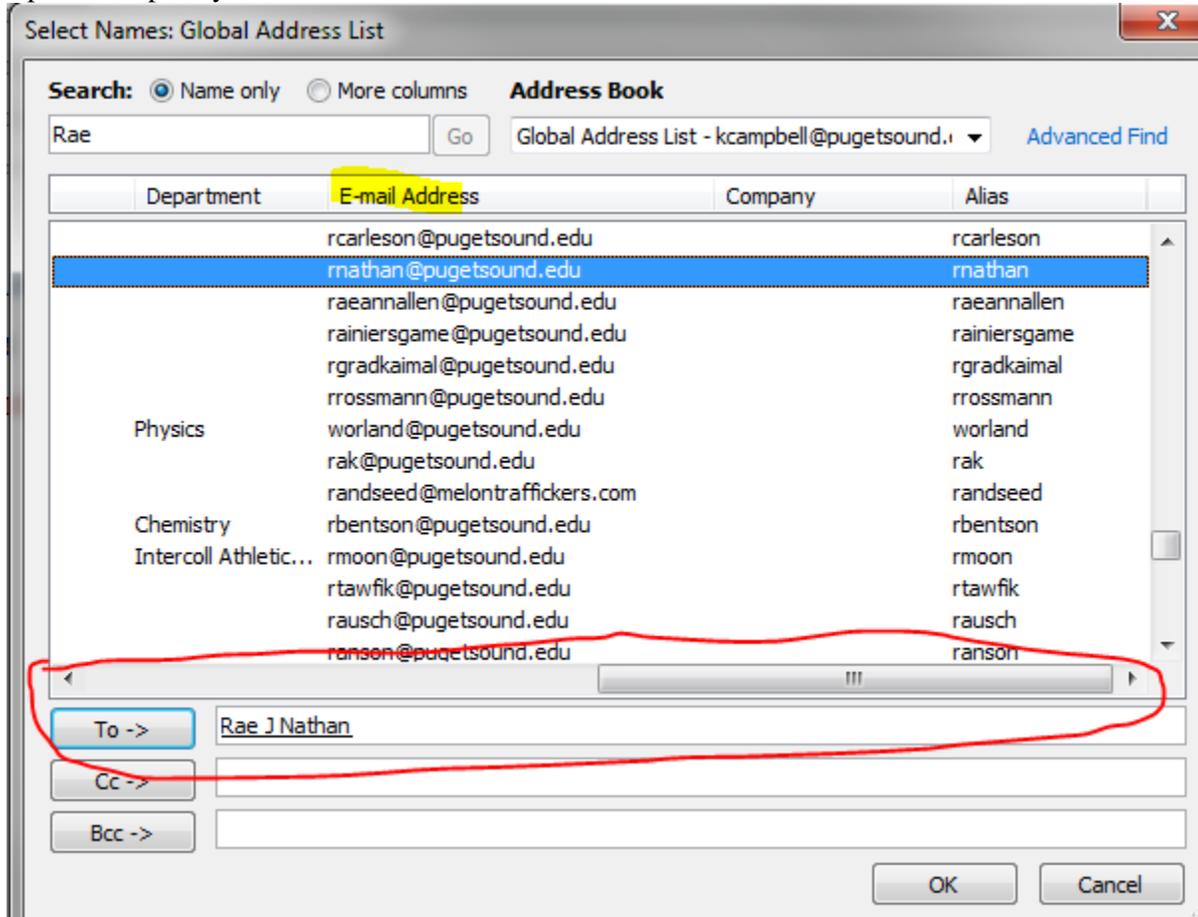
**Step 3:** In the Search box (below), type the name of a student (or staff/faculty) you want to email. This will bring up a list of names with the name you typed, or similar names. You may need to move up/down the scroll bar at the right to find the student’s name. When you see the name, click on the name to **highlight** it.

**Step 4:** Click the  button near the bottom of the box. This will bring the email address into your email.

**Step 5:** Click ‘OK’ button on bottom right.



Please note: Students do not have titles like staff/faculty. Student 'business phone' is the UPS main switchboard number and their Location (address) is also hidden as this is not directory information per FERPA policies.  
Optional step: If you want to view the actual student email address, use the bottom scroll bar and move it to the right.

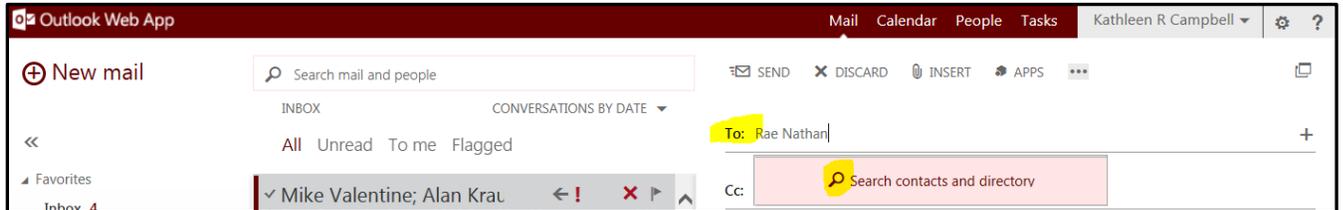


**Webmail Search (See next page.)**

## Webmail Search

**Step 1:** Click the New Email icon at top left of the Outlook Web App.

**Step 2:** Enter a Name in the 'To' field and then click the Search link. If no other students exist with that name, the student's email will be inserted into the To: field. If other students exist with the name, select the name you want from the search display results.



**Note:** If you are unsure of the spelling of the student's name, you can search for a partial first name or last name to give you a list of possible students.

E.g. If you type 'Nat', the search results includes names in the directory that have 'Nat' in either the first or last name. Click on the name desired after you have the search results.

