

## Student Directory Information Access – Students and Staff\*

### 1. How to Access Student Email Address

Find the student's email in Outlook or Webmail as you are preparing your email to the student. Please select the Outlook/Webmail link on the previous page for instructions.

### 2. How to Find a Student Campus Mailbox

Contact Mail Services Staff and they will provide Campus Mail Box information: Visit:  
Wheelock Student Center, Room 003  
Email: [mailservices@pugetsound.edu](mailto:mailservices@pugetsound.edu)  
Call: 253.879.3315.

\*Administrative Support Staff for Academic Departments have two queries to access student directory information. See the separate handout for these staff members.

For staff members with Query Manager, you may be able to process the query UP\_SR\_STUDENT\_DIRECTORY. This query provides both email addresses and campus mail boxes for all registered students.

For staff members with Person Info page in PeopleSoft, email addresses and campus mailboxes will be available on this page.