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).

0 🔁 🤊 I	≠ Inbox - kcampbeli@pugetsound.edu - Microsoft Outlook							
File	Home Send / Receive	Folder View						
New New E-mail Items	Galgnore San Up → Clean Up → Delete San Up → Delete	e Reply Reply Forward Mo	eting 🗳 Study abroad ev (re + 🚑 Reply & Delete	≩ To Manager ✔ Done 梦 Create New	Move Ru	Ules OneNote	arread/ Categorize Fol	Find a C
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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.

Rae Nathan	Go Global Address Lis	st - kcampbell@pugetsound	d Advanced
Name	Title	Business Phone	Location
8 Rae E Carleson			
🔓 Rae J Nathan		(253) 879-3100	
🙎 Raeann Allen		(253) 879-3100	
🖉 🧟 rainiersgame			
💈 Rajan Grad-Kaimal		(253) 879-3100	
8 Ramsey Greer Rossmann		(253) 879-3100	
8 Rand Worland	Associate Professor	(253)879-3815	Thompson 154
💈 Random Acts of Kindness En	nail A		
🗞 randseed			
Randy A Bentson	Temp Employee-Chemistry		
8 Randy E Moon	Asst Athletic Coach	-	Fieldhouse
8 Raquel Ann Tawfik		(253) 879-3100	
💈 rausch			
🙎 Raven J Anson		(253) 879-3100	
۰ III			
Rae 1 Nathan:			
	1		
Cc->			

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.

Select Names: Global Address List							
Search:	Name only) More columns	Address Book				
Rae		Go Global Address List - kcampbell@pugetsound.r					
	Department	E-mail Address Company Alias					
		rcarleson@pugetsound.edu			rcarles	on 🔺	
		rnathan@pugetsound.edu n			rnatha	n	
		raeannallen@puge	tsound.edu		raeann	allen	
		rainiersgame@pug	etsound.edu		rainiers	game	
		rgradkaimal@puge	tsound.edu		rgradka	aimal	
		rrossmann@pugetsound.edu			rrossm	rrossmann	
F	Physics	worland@pugetsound.edu			worlan	worland	
		rak@pugetsound.edu			rak	rak	
		randseed@melontraffickers.com			randse	randseed	
Chemistry rbentson@pug			ound.edu		rbentse	on _	
I	Intercoll Athletic	rmoon@pugetsound.edu			rmoon		
		rtawfik@pugetsound.edu			rtawfik		
rausch@puge			nd.edu		rausch		
		ranson@pugetsou	nd.edu		ranson	-	
_₹							
To -> Rae J Nathan							
Cc ->							
Bcc -:	>						
	OK Cancel					Cancel	

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 students 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.

Outlook Web App	Mail Calendar	People Tasks	Kathleen R Campbell 🔻	• ?
⊕ New mail	Search mail and people ™ SEND X DISCARD UNSE	ERT 🌲 APPS		
	INBOX CONVERSATIONS BY DATE 🔻			
«	All Unread To me Flagged			+
▲ Favorites	🗸 Mike Valentine; Alan Krau 🗧 🗶 🖌 🦕 🤆 Search contacts a	and directory		

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.

To: Nat				
Сс:	Nathan E Grosse ngrosse@pugetsound.edu			
Subj	Rae J Nat han rnathan@pugetsound.edu			
Cali	${oldsymbol{ ho}}$ Search contacts and directory			