

Outlook 2003 & 2007

Using UVic's Exchange Service

How to Use the Global Address List

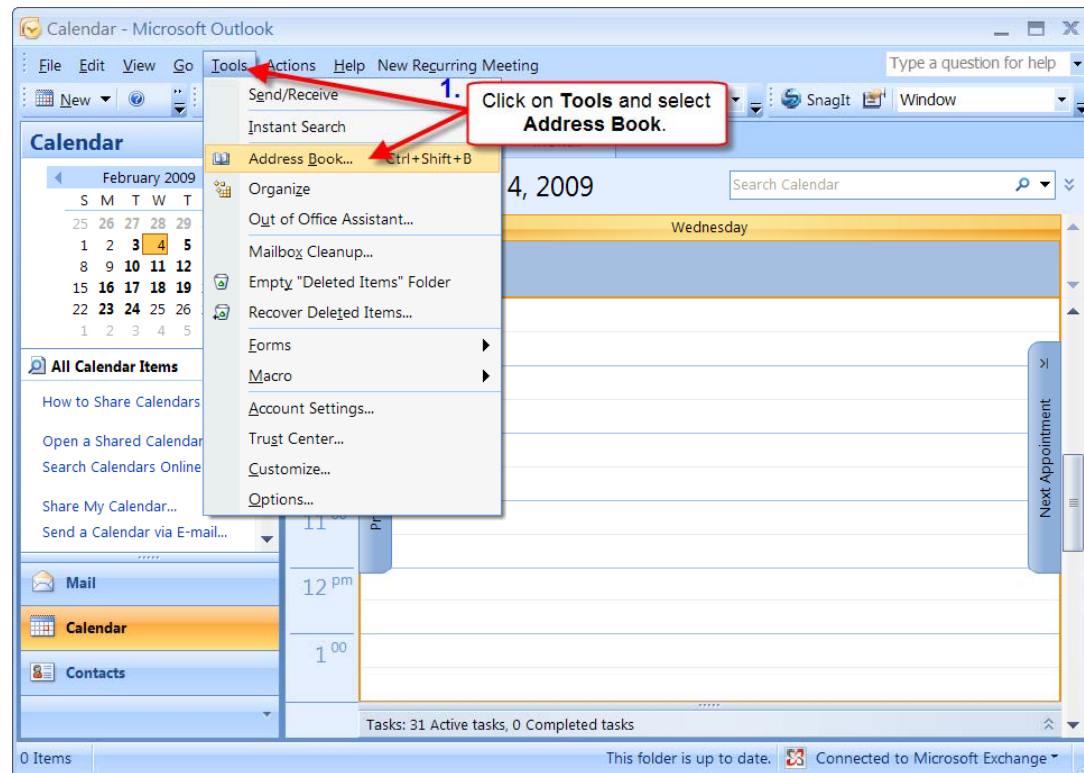
You may pause this tutorial by clicking the pause and resume buttons. You may also click the track buttons to advance forward and backward.

For more information about the ECS project and to provide your feedback, please contact ecstrain@uvic.ca.

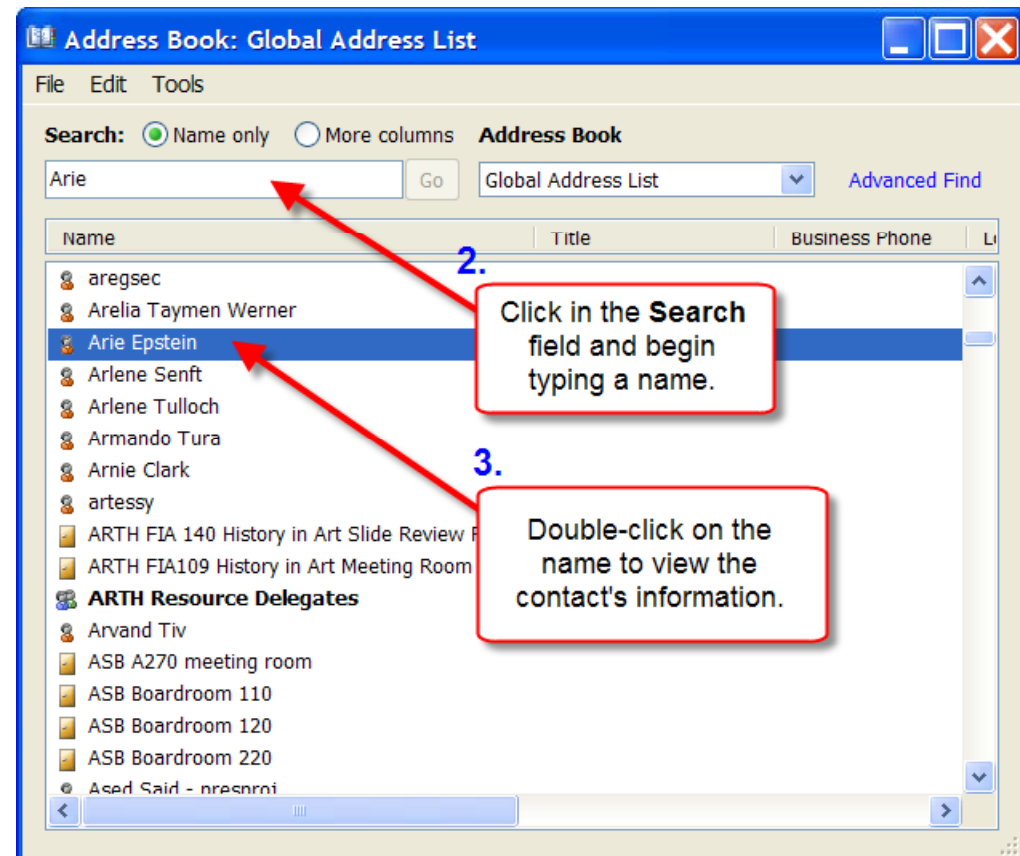


The Address Book in Outlook provides access to: the Outlook Address Book (contacts and distribution lists you have created), the **Global Address List** (all employees at UVic with a valid email address) and other pre-defined address lists. For the purposes of this tutorial, we will only cover the Global Address List.

1. Click on the **Tools** menu and select **Address Book** to open the **Global Address List**.



1. Click in the **Search** field and begin typing a name. You will see that even with a partial name the list automatically scrolls to locate a match. You can also scroll manually using the scroll bar.
2. Double-click on the name to view the contact's information.



4. Click on a tab to view details.
5. Then click on **Add to Contacts** if you wish to add this contact to your personal Contacts folder, and click **OK**. Otherwise, click **Cancel**.

If you clicked **OK**, a *Contact* dialog box containing information on your contact will open automatically.

The screenshot shows the 'Arie Epstein' contact dialog box in Outlook. The 'General' tab is selected. The 'Name' section contains fields for First (Arie), Initials (empty), Last (Epstein), Display (Arie Epstein), and Alias (aepstein). The 'Address' field is empty. The 'City' field is empty. The 'State' field is empty. The 'Zip code' field is empty. The 'Country/Region' field is empty. The 'Company' field is empty. The 'Department' field contains 'COUS'. At the bottom left is the 'Add to Contacts' button. At the bottom right are the 'OK', 'Cancel', and 'Apply' buttons. Two red callout boxes with arrows point to specific elements: one points to the 'Member Of' tab with the text '4. Click on a tab to view details.', and another points to the 'Add to Contacts' button with the text '5. Click to add this contact to your personal Contacts folder and then click OK.'

6. You can enter additional information you may have on the Contact in the fields provided, and enter specific notes if you wish.

When you are finished click **Save & Close**.

Arie Epstein - Contact

Save & New
Send
Delete
Save & Close

General Details All Fields

E-mail Meeting Call Assign Task Web Page Map

Business Card Picture Categorize Follow Up Address Book Check Names Spelling Proofing

Full Name... Arie Epstein

Company:

Job title:

File as: Epstein, Arie

Internet

E-mail... aepstein@uvic.ca

Display as: Arie Epstein (aepstein@uvic.ca)

Web page address:

IM address:

Phone numbers

Business... Home... Business Fax... Mobile...

Addresses

Business... This is the mailing address

Enter additional information in the fields provided, and enter specific Notes if you wish. Then click **Save & Close.**

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