How to Use the Global Address List

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For more information about the ECS project and to provide your feedback, please contact ecstran@uvic.ca.
The Global Address List contains the names and email addresses of everyone on the University of Victoria Exchange server. It can also contain conference rooms and global distribution lists.

1. Click on the **Address Book**.

2. Click on the down arrow beside **Directory Services** and then click to select your Exchange account.

3. Select **Name starts with** and then type a name in the search field provided. You will see that the list is automatically populated from the partial name you entered.
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