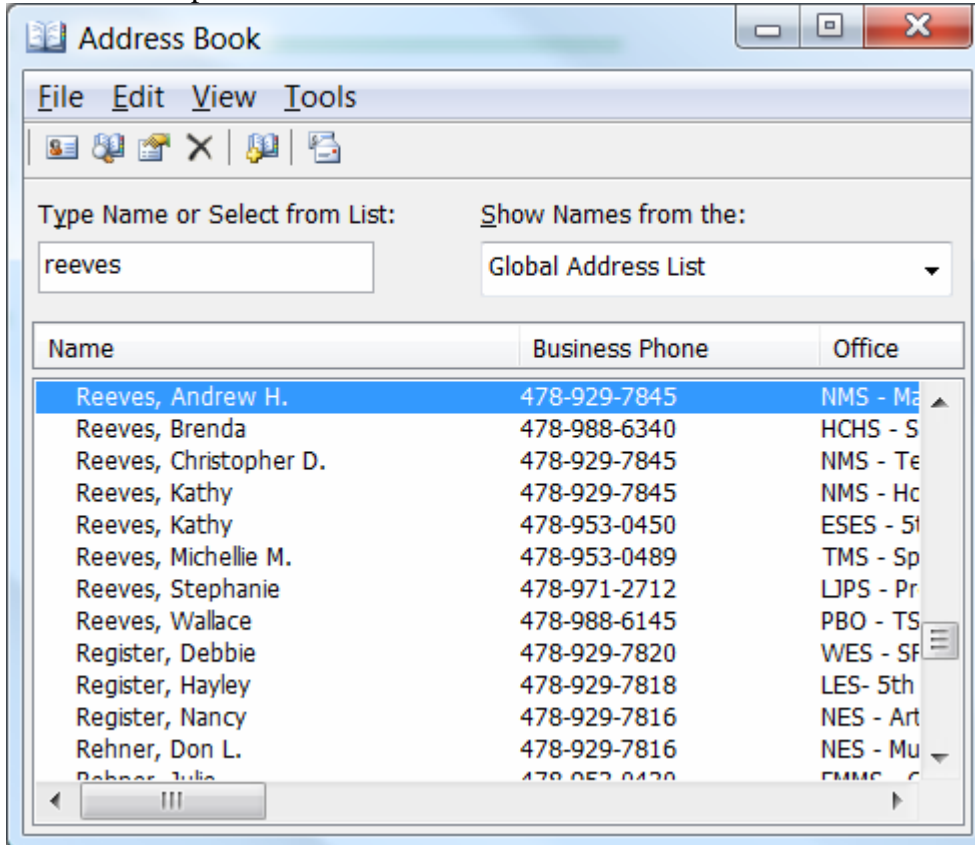


Using the Global Address Book

Microsoft Outlook provides a global address book for accessing e-mail addresses, telephone extensions, and other communications information. The content of this address book is maintained by the Network Operations group in Houston County Schools' Technology Services Department. To access the global address book from within Microsoft Outlook, you will use the **Tools** menu from the menu bar at the top of the Outlook window. From there, choose the **Address Book** menu option. The following window will open.



As shown in the above example, you may type in part or all of the employee's last name to locate an individual. The list of names are shown with the last name first. To look at the details of an individual, position the cursor on the name of the selected person, and press the right mouse button. A popup menu will appear. From the popup menu, choose the **Properties** option, and the contact information will display.

Reeves, Wallace Properties

General Organization Phone/Notes Member Of E-mail Addresses

Name

First: Wallace Initials: E Last: Reeves

Display: Reeves, Wallace Alias: Wreeves

Address: Title: TSC Administrative Technolo

Company: HCBOE

City: Department: PBO

State: Office: PBO - TSC Administrative Te

Zip code: Assistant:

Country/Region: Phone: 478-988-6145

Add to: Contacts

OK Cancel Apply

The contact information is divided into sections, accessible by clicking the left mouse button on tabs at the top of the window page. To find a phone number, for example, click the **Phone/Notes** tab.

Reeves, Wallace Properties

General Organization Phone/Notes Member Of E-mail Addresses

Phone numbers

Business: 478-988-6145 Home:

Business 2: Home 2:

Fax: 988-6230 Mobile:

Assjstant: IP Phone: 10157

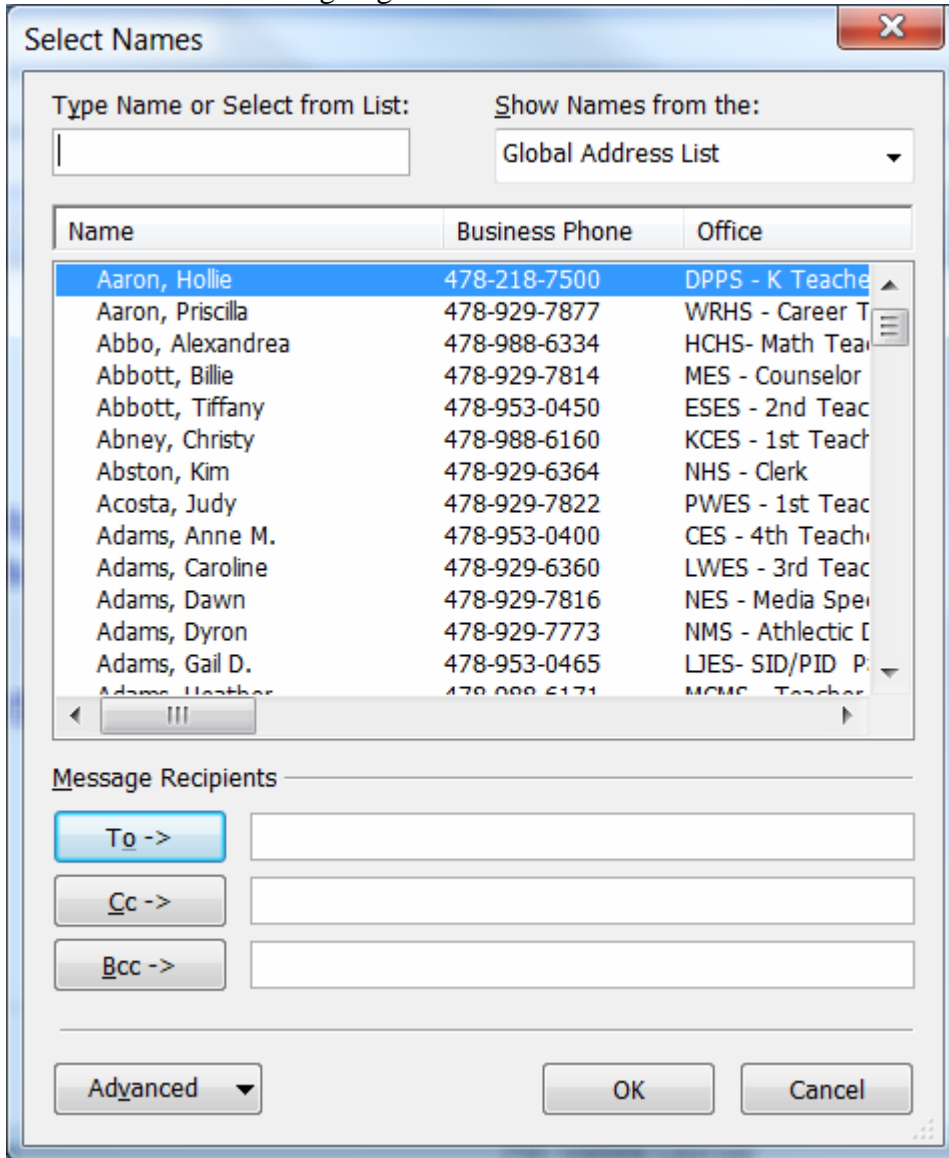
Notes:

Add to: Contacts

OK Cancel Apply

The network telephone extension and/or voice mailbox is shown in the **IP Phone** box. The outside phone number is shown in the **Business** phone box, etc. Other tabs will provide additional information.

For e-mail purposes, the global address list is most easily accessed by clicking the **To** button on the new or outgoing e-mail window.



The same rules, associated with finding an employee in the global address book for e-mail purposes, apply as they did for looking up a phone number from the **Tools** menu. Once a name has been highlighted in the global address book, that person may be chosen as a primary recipient, a copy recipient, or a blind copy (not seen by the primary or copy recipient) by clicking either the **To**, **Cc**, or **Bcc** button at the lower part of the global address list window, as shown below.

Select Names

Type Name or Select from List: Show Names from the:

Name	Business Phone	Office
Reeves, Andrew H.	478-929-7845	NMS - Math Rem
Reeves, Brenda	478-988-6340	HCHS - SST Clerk
Reeves, Christopher D.	478-929-7845	NMS - Teacher
Reeves, Kathy	478-929-7845	NMS - Home Eco
Reeves, Kathy	478-953-0450	ESES - 5th Teacl
Reeves, Michellie M.	478-953-0489	TMS - Sped Teac
Reeves, Stephanie	478-971-2712	LJPS - Pre-K Tea
Reeves, Wallace	478-988-6145	PBO - TSC Admin
Register, Debbie	478-929-7820	WES - SFS Manag
Register, Hayley	478-929-7818	LES- 5th Grade T
Register, Nancy	478-929-7816	NES - Art Teache
Rehner, Don L.	478-929-7816	NES - Music Teac
Rehner, Julie	478-953-0430	FMMS - Chorus T
Reichman, Claris	478-929-7822	WPMMS - SFS Man

Message Recipients

To ->

Cc ->

Bcc ->

Advanced

When the recipient list is completed, click the **OK** button to return to the new or outgoing e-mail window to send the e-mail.