Address Book Feature – Internet Explorer

Outlook Webmail's *Address Book* is a network tool you can use to search for TCC email addresses and other TCC contact information that may not be present in your *Contacts* folder.

### Searching for Contacts by Name

Usually you can find a contact by searching the *Address Book* for their last name.

1. On the toolbar, in the text box next to the ADDRESS BOOK icon, type as much of the person's last name, first name, and middle initial as you can remember
2. Press [Enter]
   - A new window or tab opens with that person's contact information.
   - NOTE: If the letters you typed match multiple names, a pull-down list appears with all names that begin with those letters.
   - EXAMPLE: If you search for someone whose last name is Anders, the list will also contain the names of everyone named Anderson.
3. OPTIONAL: If the letters you typed match multiple names, in the pull-down list, select the person you are looking for
   - A new window or tab opens with that person's contact information.

### Searching within Address Lists

In some cases it might be helpful to narrow your search to a specific address list. An address list contains all individuals within a particular group (e.g., department, office, club).

1. Click **ADDRESS BOOK**
   - The *Address Book* opens in a new window or tab.
2. In the *Address Book* section, click **SHOW OTHER ADDRESS LISTS** select an address list
   - The *Address Book* display area shows all addresses in the selected list.
3. Scroll to find the person you are looking for
4. Double click the person's name
   - A new window or tab opens with that person's contact information.