Address Book Feature – Safari

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.

1. On the toolbar, click ADDRESS BOOK
   The search pull-down list changes to Address Book.
   The Folder Contents area changes to display the first twenty listings for the entire University address list.

2. In the Find Someone text box, type as much of the person's last name, first name, and middle initial as you can remember

3. OPTIONAL: To search within an address list (e.g., department, distribution list, University office), in the search pull-down list, select the desired address list.

4. Click FIND
   All names matching the letters you typed are shown in the display area.
   HINT: If you type only a partial name, your results may include several additional names matching those letters.
   EXAMPLE: If you type Anders, the search results will include people named Anderson.

5. Click the name of the person you are looking for
   That person's contact information is displayed.