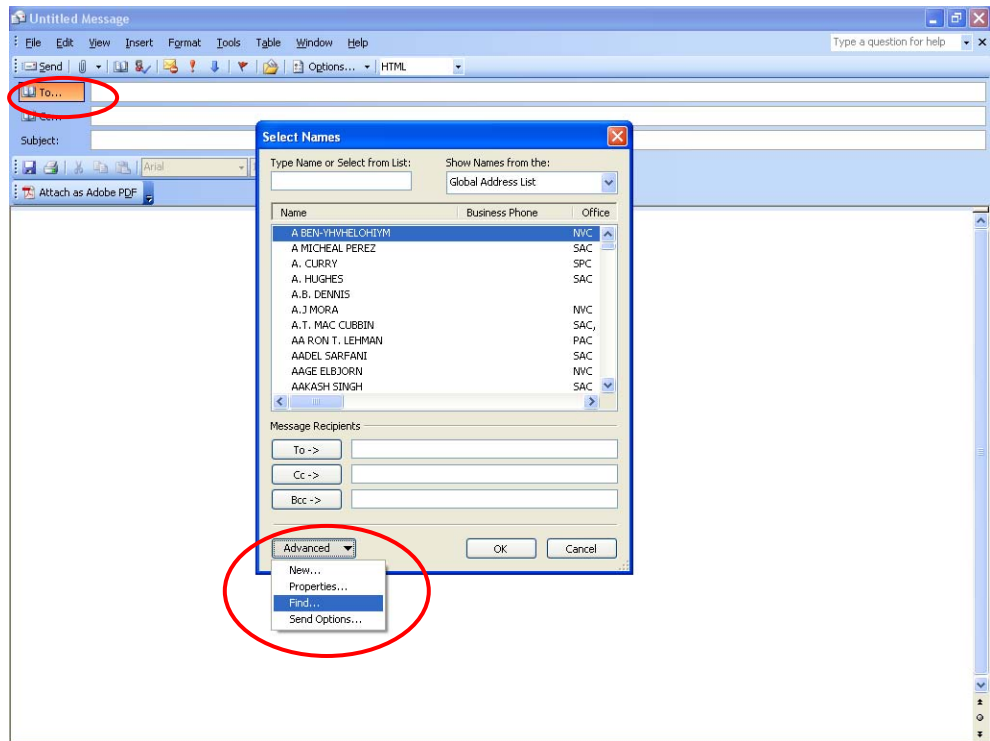


Using the Advanced Search Feature in the Global Address Book

By default, the Global Address List allows you to search for email addresses by typing employee or student First Names. Outlook's Advanced Search Feature, however allows you to search the Global Address List by using other information such as: Last Name, PALS ID, or Role.

To use the Advanced Search Feature:

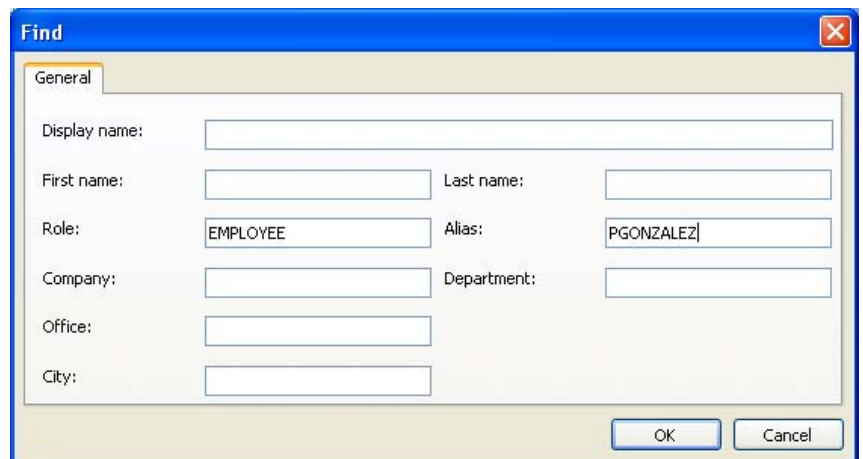
1. Open the New Message window and click the TO: button which displays the Global Address List.
2. Click the Advanced button and select Find.



3. The **Find** window displays. You can search by typing information in at least one of the valid fields and then clicking **OK**.

Valid Fields:

- Display Name (i.e., Paul Gonzalez)
- First Name (i.e., Paul)
- Last Name (i.e., Gonzalez)
- Role: (i.e., Employee or Student)
- Alias: (search by the PALS ID)



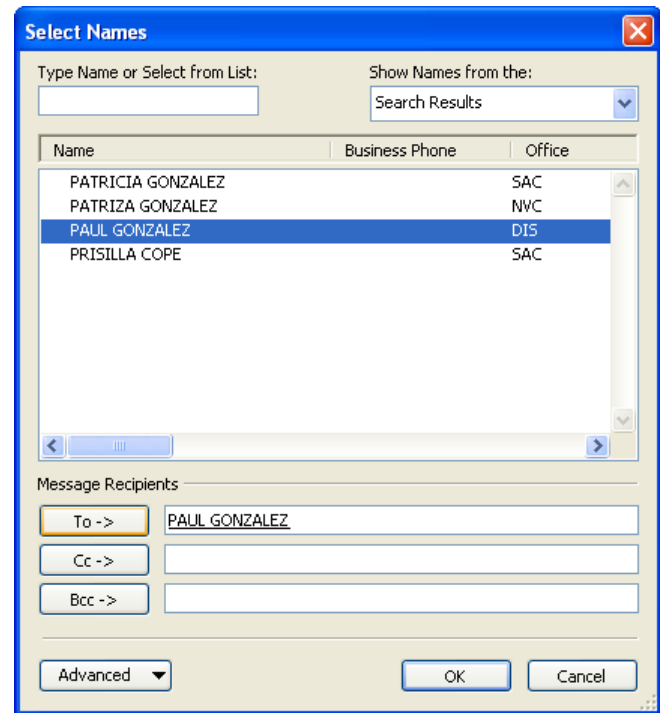
4. A list of search results will display.

In this example, four results meet the search criteria of Employee whose PALS ID *contains* pgonzalez (example for Step #3).

- Highlight a name from the list. If needed, scroll to the right to see additional details.
- Click the To →, Cc → or Bcc → button.

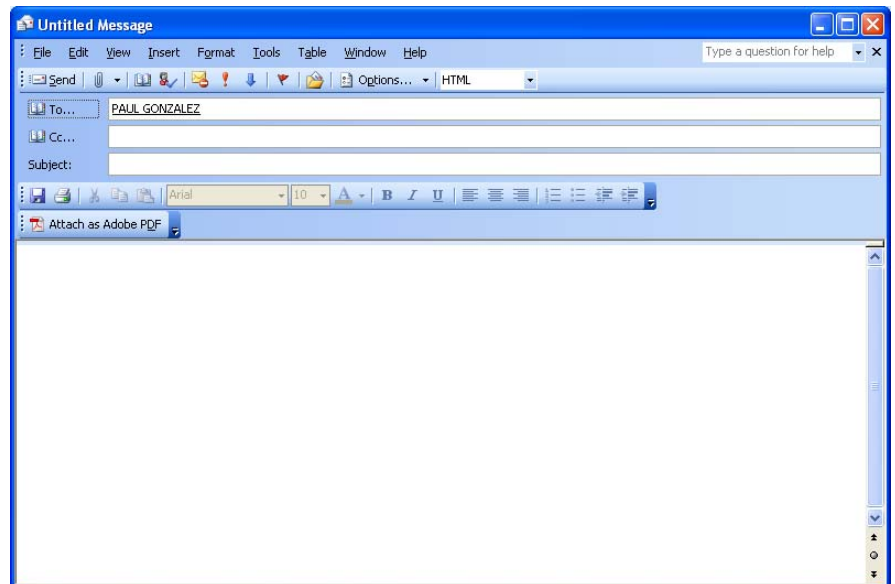
This places the person's name by the appropriate button.

- Click OK



5. The person's name displays in your New Message window.

After you type a subject and message, you're ready to Send the email.



Additional Information: Using CTRL + K to search by PALS ID

You can use the following shortcut to find a person in the Global Address List: Type *at least* part of a person's PALS ID in the To: line and click "CTRL" and "K" (i.e., pgonzalez for Paul Gonzalez). A list of Names will display; all those names are matches to the specified PALS ID. You can then select a name from the list and click OK which places the email address on the To: line of your email message.

For further assistance, please contact Support Central at 220-1616.