How do I find someone’s email address?

From Outlook

1. Click New E-Mail

2. Click the To… button in the new email

3. Click the Advanced Find button to search by name or location

![Select Names: Global Address List]

4. Fill in the appropriate search criteria and click OK

![Select Names: Search Results - Global Address List]
5. You’ll be given a list of all the users that match your search criteria. Right click on the appropriate user and choose properties from the menu.

6. Click on the E-mail Addresses tab to see the primary and alternative emails for this user.

From OWA

1. Sign-in with your domain username and password

2. Create a new Message and click the To… button

3. In the address book simply type in the user’s last name and hit enter

4. The results will be displayed below with all users that matched. The email address will be displayed right below the name.