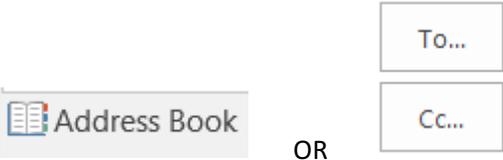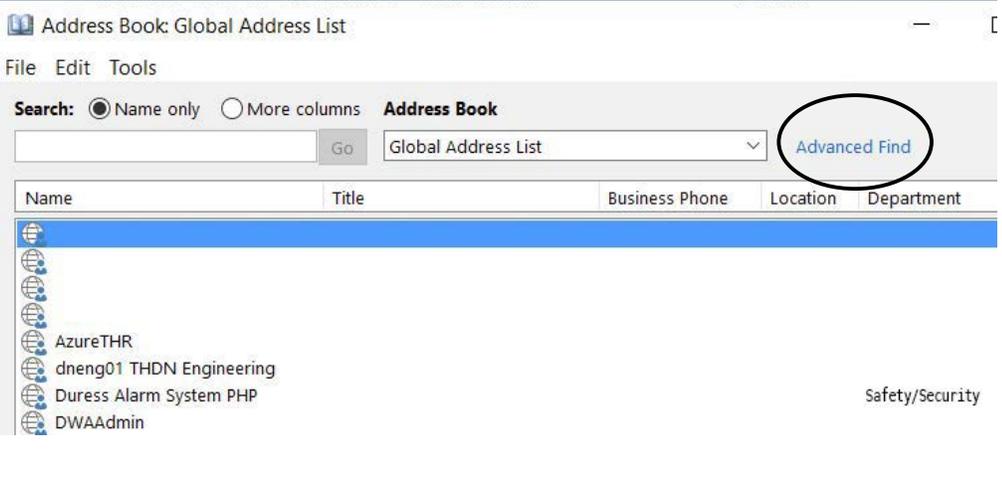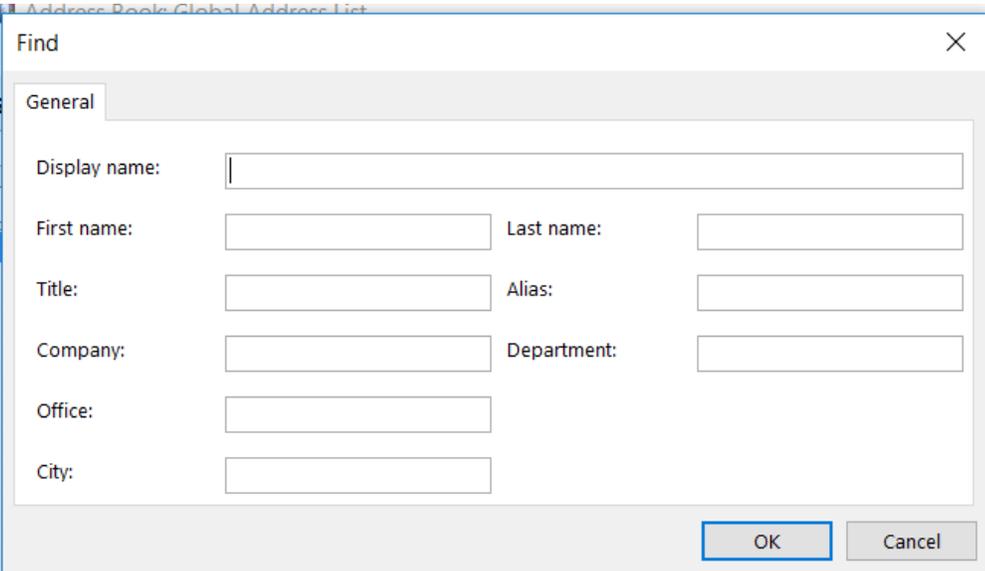# How to Search the Outlook Address Book by Department or by Location (Office)

Search by Department	
Access the address book icon or the To Cc or Bcc fields when composing an email	OR
Click the Advanced Find link	
The Find window displays the fields you may use for the search	

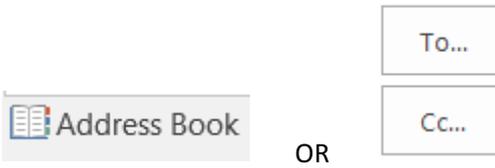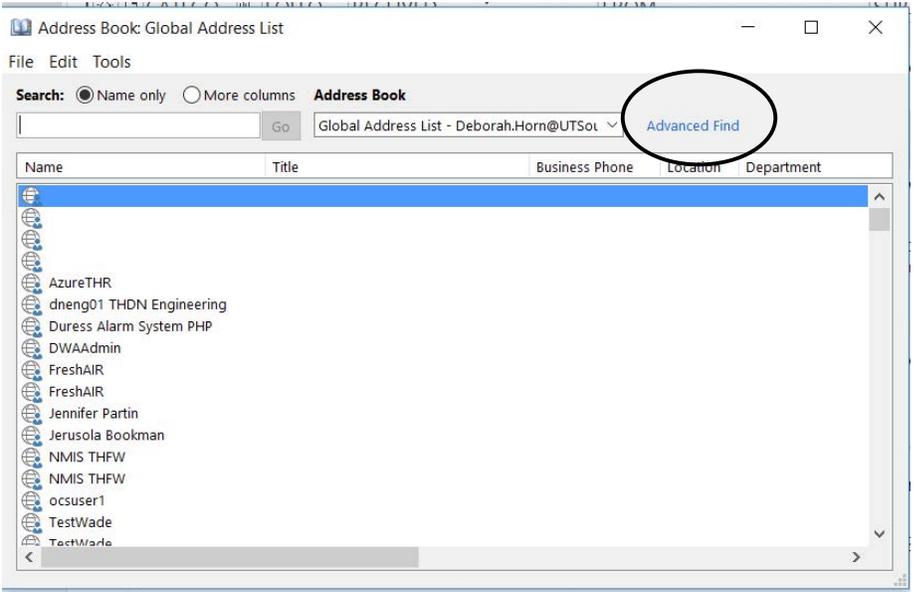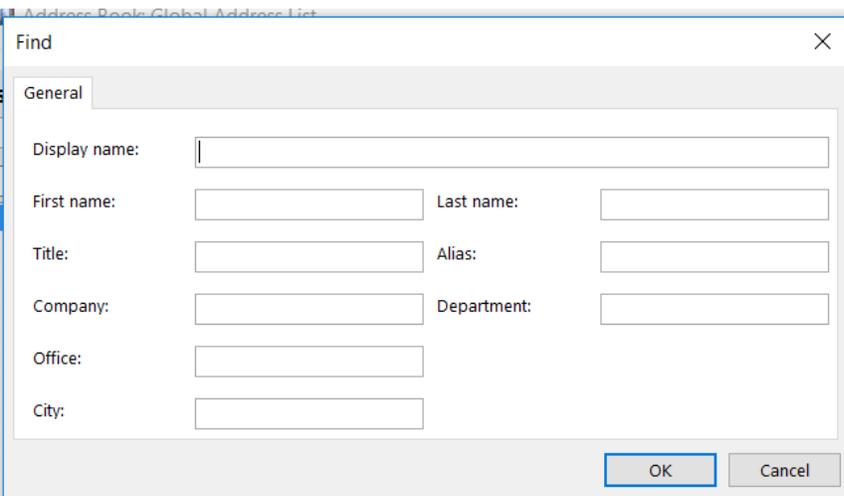|	
Enter the Department name in the Department field To exclude Childrens, Parkland, and THR addresses, enter UT Southwestern in the Company field Click OK	**Find** ✕ **General** Display name: First name: Last name: Title: Alias: Company: UT Southwestern Department: Internal Medicine Office: City: OK Cancel
Search results are displayed	**Address Book: Search Results - Global Address List** — ☐ ✕ File Edit Tools Search: ○ Name only ● More columns **Address Book** [ ] Go Search Results - Global Address List ▼ Advanced Find |Name|Title|Business Phone|Location|Department
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Abby Lau	ASSISTANT PROFESSOR	123-456-7890	UT1234B	Internal Medicine
Abdallah Elnwasany	RESCH ASSIST I	123-456-7890	UT1234B	Internal Medicine
Abdel Hosein	CLINICAL FELLOW - ACGME	123-456-7890	UT1234B	Internal Medicine
Abey Thomas	ASSISTANT PROFESSOR	123-456-7890	UT1234B	Internal Medicine
Abhimanyu Garg	Professor	123-456-7890	UT1234B	Internal Medicine
Abigail Reed	CLIN DATA SPEC	123-456-7890	UT1234B	Internal Medicine
Abraham Behrmann	MGR LAB	123-456-7890	UT1234B	Internal Medicine
Abram Graham	FACULTY ASSOCIATE	123-456-7890	UT1234B	Internal Medicine
Adam Lopez	RESCH ASSOC	123-456-7890	UT1234B	Internal Medicine
Addie Embry	RESCH ASSIST II	123-456-7890	UT1234B	Internal Medicine
Adebisi Obafemi	ASSISTANT PROFESSOR	123-456-7890	UT1234B	Internal Medicine
Adetoun Sodimu	RESEARCH STUDY COORDINATOR	123-456-7890	UT1234B	Internal Medicine
Adetunji Oshun	PHYSN ASSIST	123-456-7890	UT1234B	Internal Medicine
Adrian Salazar	ASSISTANT PROFESSOR	123-456-7890	UT1234B	Internal Medicine
Adriana Sims	OTHER	123-456-7890	UT1234B	Internal Medicine
Ahmed Alobaidi	ASSISTANT PROFESSOR	123-456-7890	UT1234B	Internal Medicine
Ahmed Kadhim|ASSISTANT PROFESSOR|	|Internal Medicine|

Search by Location (Office)	
Access the addressbook icon or the To Ccc or Bcc fields when composing an email	OR
Click the Advanced Find link	
The Find window displays the fields you may use for the search	

Enter the first few characters of the location in the Office field Click OK	**Find** ✕ **General** Display name: [ ] First name: [ ] Last name: [ ] Title: [ ] Alias: [ ] Company: [ ] Department: [ ] Office: [NB] City: [ ] [OK] [Cancel]
Search results are displayed	**Address Book: Search Results - Global Address List** — ☐ ✕ File Edit Tools **Search:** ○ Name only ⦿ More columns **Address Book** [ ] [Go] [Search Results - Global Address List ▾] Advanced Find | Name	Title	Business Phone	Location	Department
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Zed Smith	DATABASE SYS ENG	123-456-7890	UT1234B	Eugene McDermott
Adam Smith	RESCH ASSIST I	123-456-7890	UT1234B	Internal Medicine
Benjamin Lee	RESCH TECHN II	123-456-7890	UT1234B	Pathology
Cherie Young	ASSISTANT PROFESSOR	123-456-7890	UT1234B	Surgery
Dale Garner	Professor	123-456-7890	UT1234B	Hamon Center for TI
Emily Fish	ASSISTANT PROFESSOR	123-456-7890	UT1234B	Surgery
George Pate	Visiting Senior Fellow	123-456-7890	UT1234B	Pathology
Holly Smith	RESCH ASSOC	123-456-7890	UT1234B	Center for Genetics
Irene Smith	RESEARCH STUDY COORDINATOR	123-456-7890	UT1234B	Simmons Comprehe
James Lee	POSTDOCTORAL RESEARCHER II	123-456-7890	UT1234B	Developmental Biolo
Karen Young	ASSISTANT PROFESSOR	123-456-7890	UT1234B	Internal Medicine
Loreta Smith	TECHNL SUPP SPEC III	123-456-7890	UT1234B	Eugene McDermott
Molly Ringwald	Student Intern	123-456-7890	UT1234B	Simmons Comprehe
Nathan Young	MSW LCSW SOCIAL WORKER	123-456-7890	UT1234B	SCC Support Service
Oprah Lee	RESCH TECHN II	123-456-7890	UT1234B	Hamon Center for TI
Peter Smith	POSTDOCTORAL RESEARCH FELLOW I	123-456-7890	UT1234B	Internal Medicine	