How to use Outlook to search employee phone numbers.

To use Outlook to lookup Faculty/Staff work phone numbers

Searching with desktop app.

1.) Hover the mouse over **People.**



2.) In the **Search People** bar, type the name of the person you are looking up.



3.) Once you have started your search, you can hover over the name to expand details. Click the ▼ **Open Contact Card.**



4.) With the expanded view you can now see phone number.



Searching with the web app.

1.) Select People.



2.) Type the name of the person in the search bar at the top of the page and click on that person.



3.) Contact details are show.

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