

How to use Outlook to search employee phone numbers.

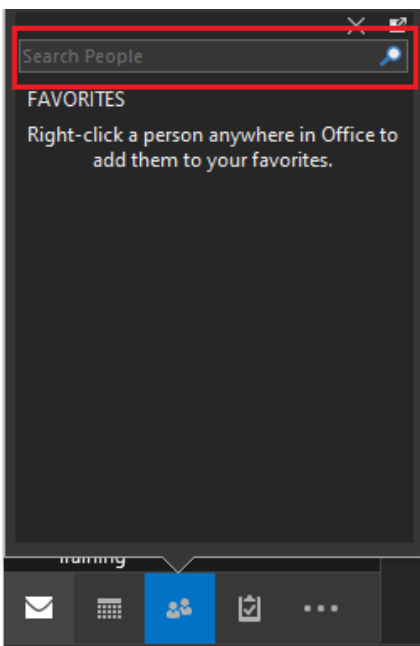
To use Outlook to lookup Faculty/Staff work phone numbers

Searching with desktop app.

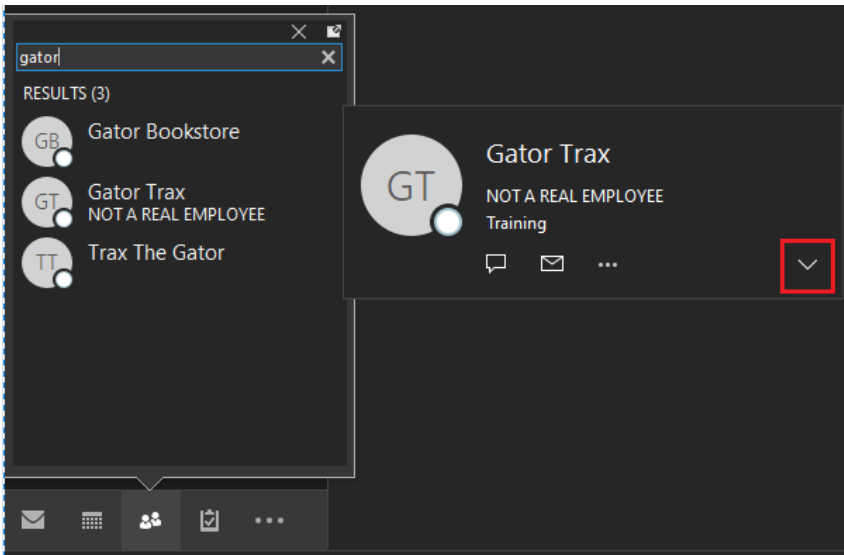
1.) Hover the mouse over **People**.



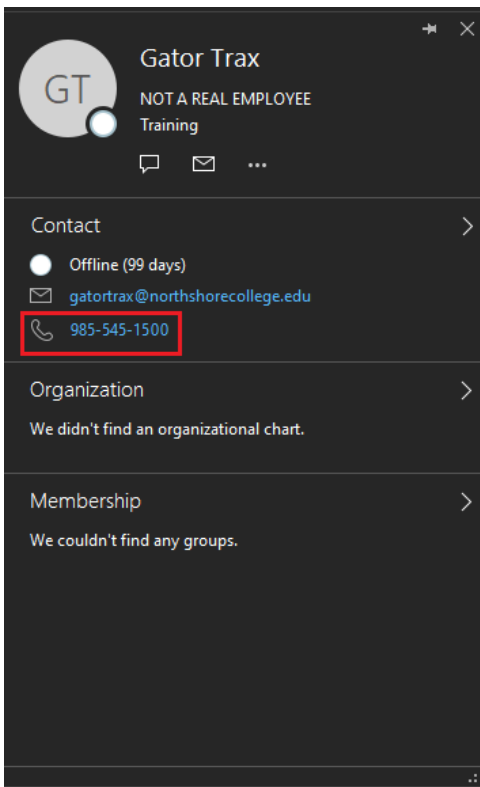
2.) In the **Search People** bar, type the name of the person you are looking up.



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.

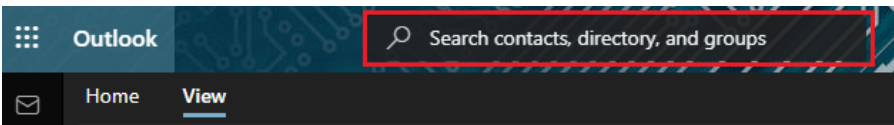


Searching with the web app.

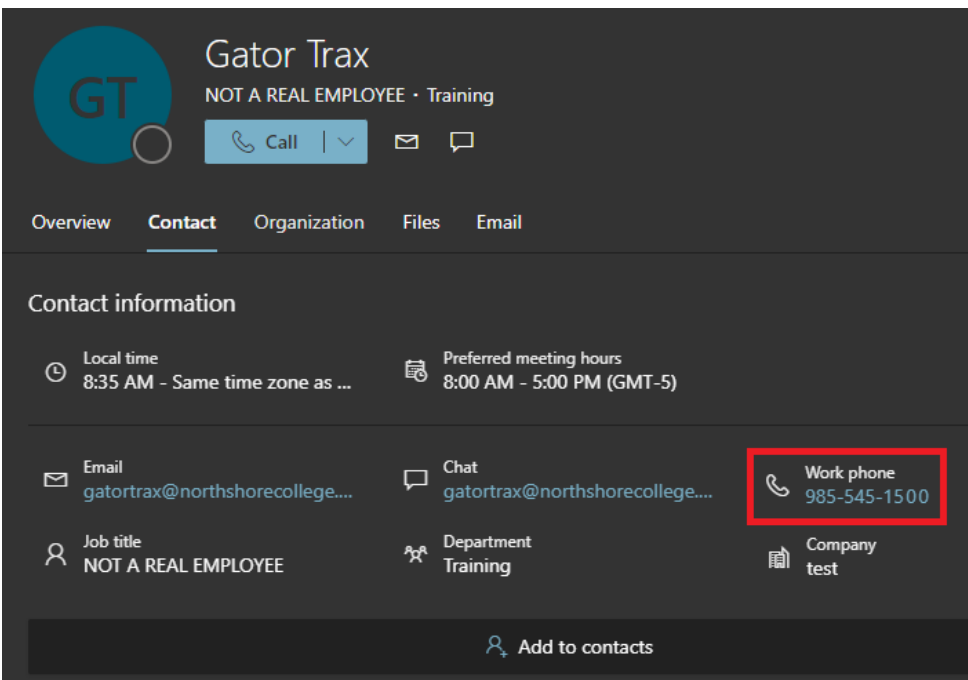
1.) Select **People**.



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.



Revision #2

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