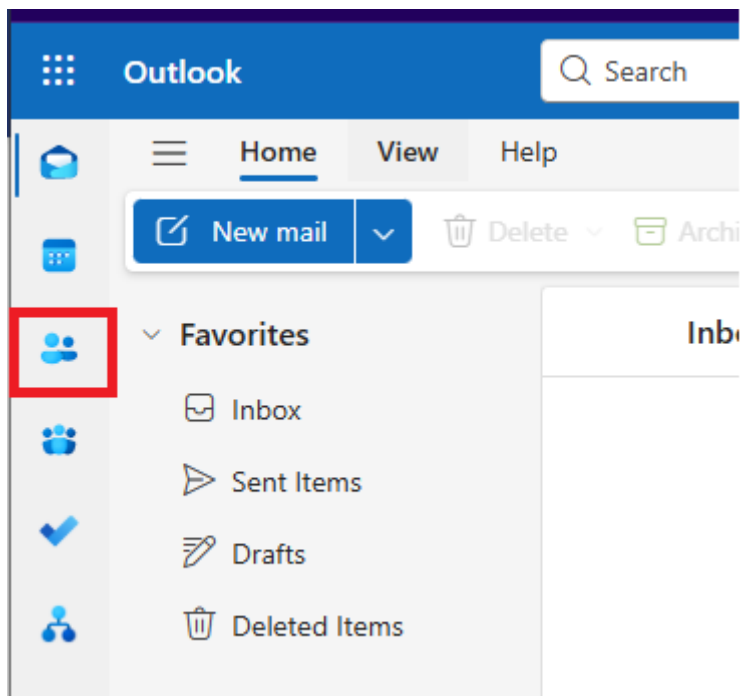


Organizational Chart

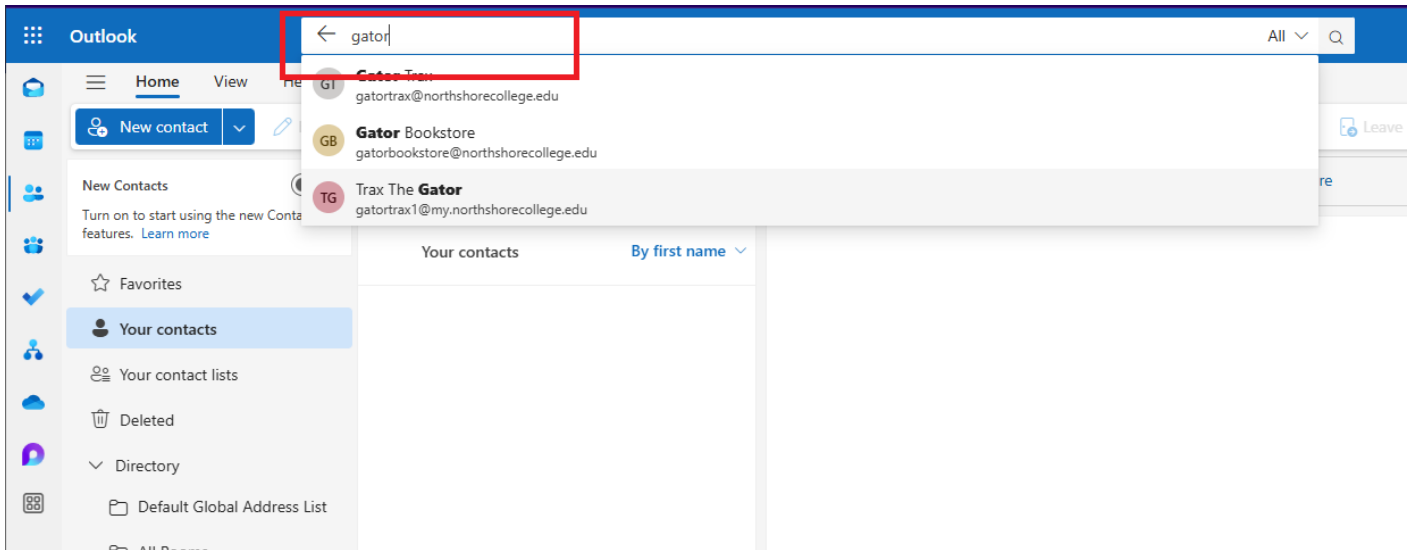
There may be times when you need to determine who a person reports to, or who are a person's direct reports. Office 365 has this information available. Please note that some employees have multiple supervisors. In cases where a person has multiple supervisors, only that employee's primary supervisor is listed.

Webmail

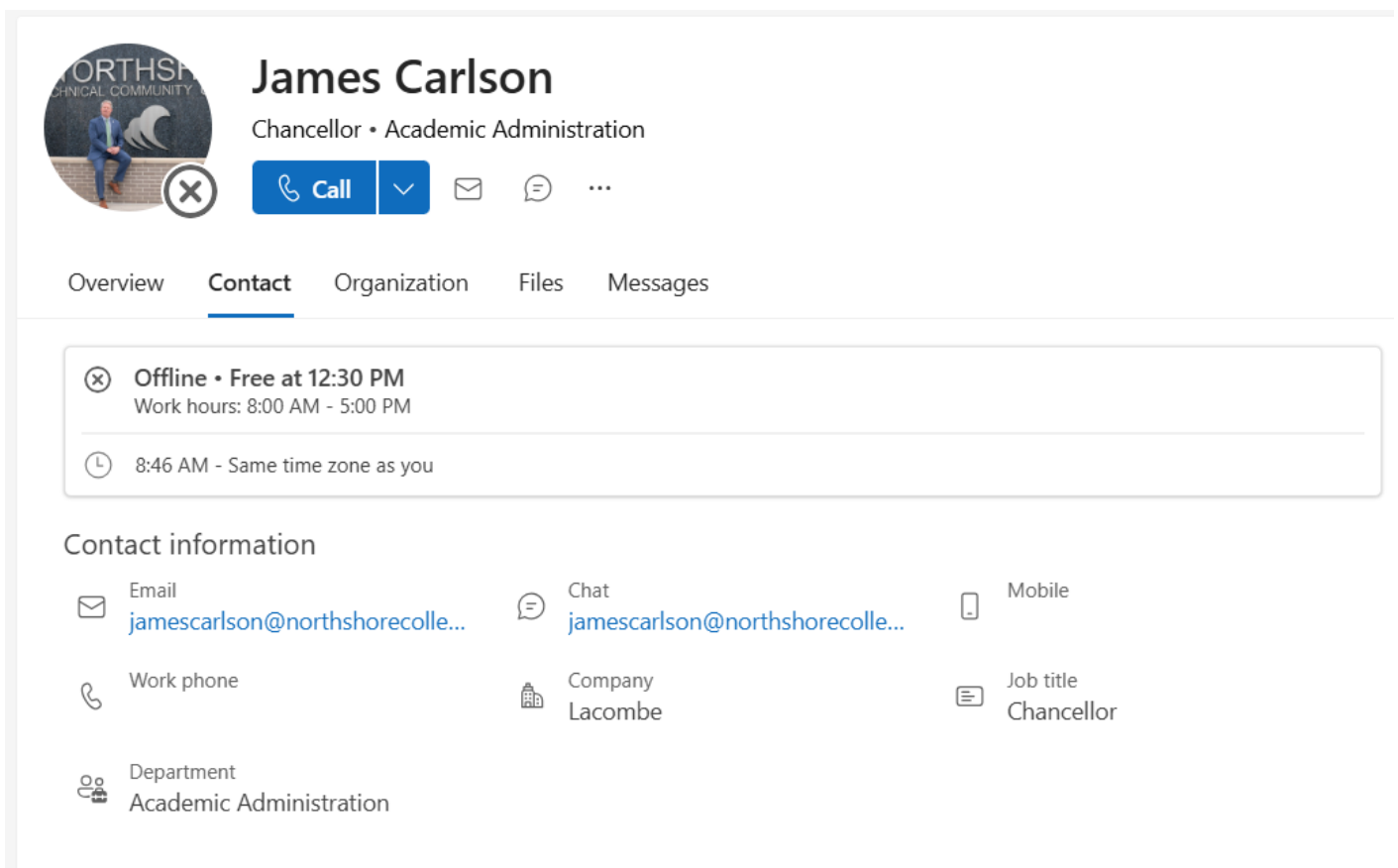
1. From webmail, click the People icon in the left-hand column



2. Use the search bar at the top of the screen to search for the desired person



3. Click on the person's name, and their contact card will show



4. Click the organization button to show the organizational chart

James Carlson
Chancellor • Academic Administration

Call [dropdown] [envelope] [speech bubble] [more]

Overview **Contact** **Organization** Files Messages

Offline • Free at 12:30 PM
Work hours: 8:00 AM - 5:00 PM

5. The organizational chart will be visible and show who the person reports to and their direct reports

James Carlson
Chancellor • Academic Administration

Call [dropdown] [envelope] [speech bubble] [more]

Overview Contact **Organization** Files Messages

James Carlson
Chancellor
Academic Administration

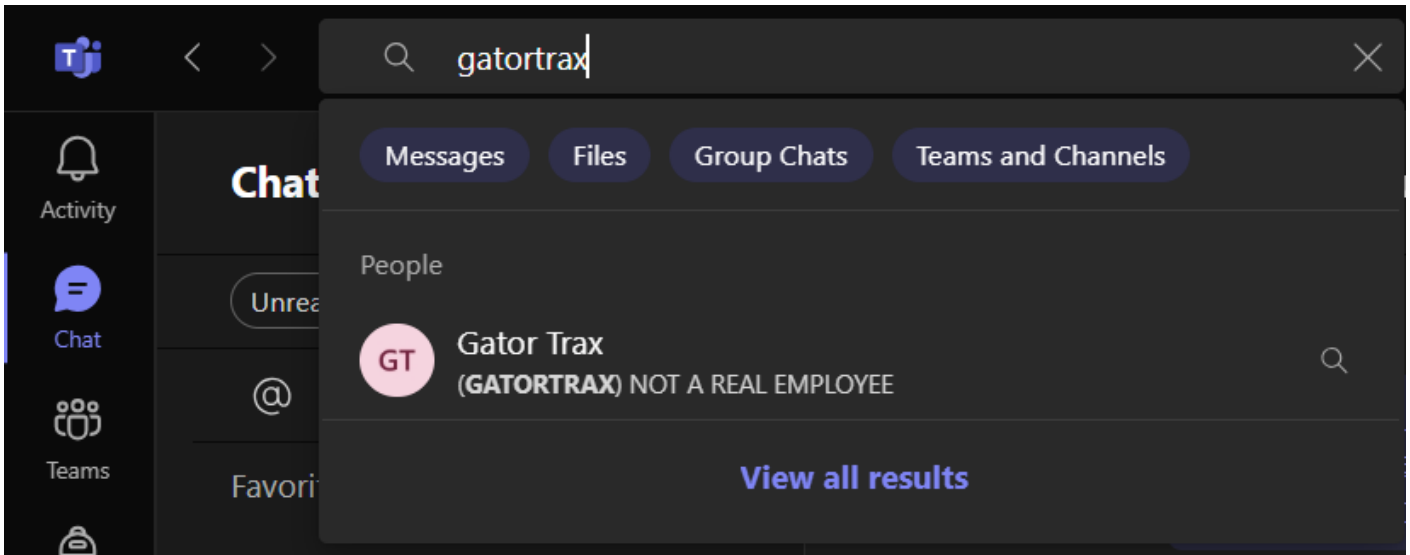
[View profile](#) 337 reports
12 direct

People reporting to **James Carlson**

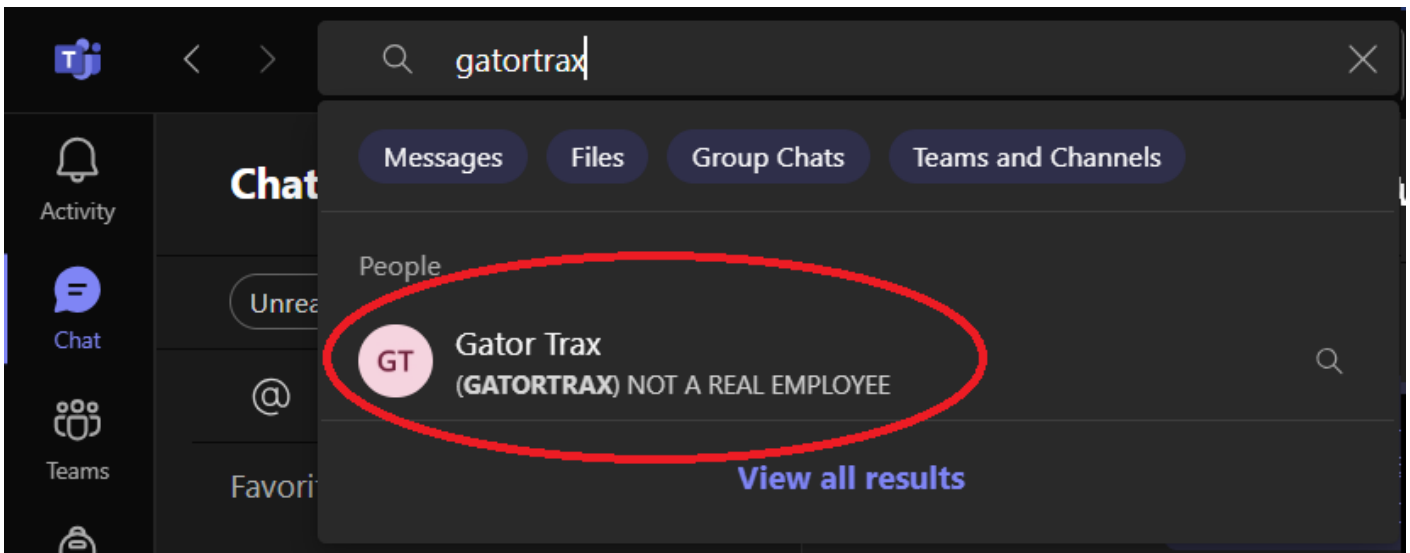
Bridget LaBorde **Burke Jones**

Microsoft Teams Desktop

1. Open Teams and search for the person in the top search bar



2. Click on the person's name in the results. This will bring up a chat window for the person



3. In the top of the chat window, click on the person's name. You may have to click on their name twice to bring up the full contact card. Click on the organization tab to show the organizational chart.

The image shows a Microsoft Teams profile card for a contact named 'Gator Trax'. The card has a dark background. At the top left is a circular profile picture with the letters 'GT' in white on a pink background, and a small grey circle with a white 'X' next to it. To the right of the profile picture, the name 'Gator Trax' is displayed in large white font, followed by the text 'NOT A REAL EMPLOYEE • Training' in a smaller white font. Below the name are four white icons: a speech bubble, a group of three people, a video camera, and a telephone handset. A horizontal menu is located below the icons, with three items: 'Overview' (underlined in blue), 'Contact', and 'Organization' (circled in red). Below the menu is a dark grey bar with the text 'Send a quick message' in white. At the bottom of the card, there is a status bar with a grey circle containing a white 'X' on the left, followed by the text 'Last seen Yesterday • Free all day' in white, and 'Work hours: 8:00 AM - 5:00 PM' in a smaller white font below it.

Revision #5

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