

Searching the directory for numbers.

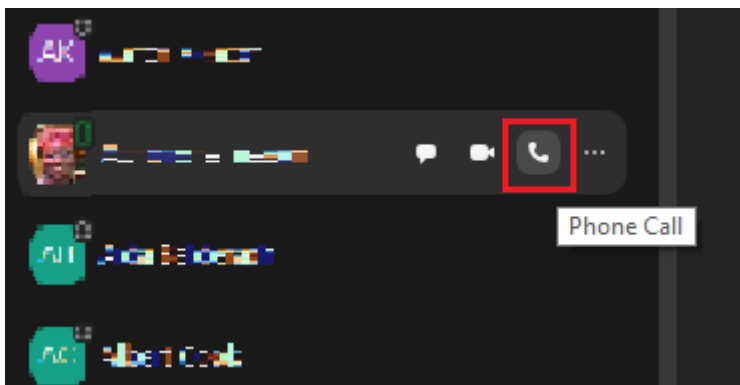
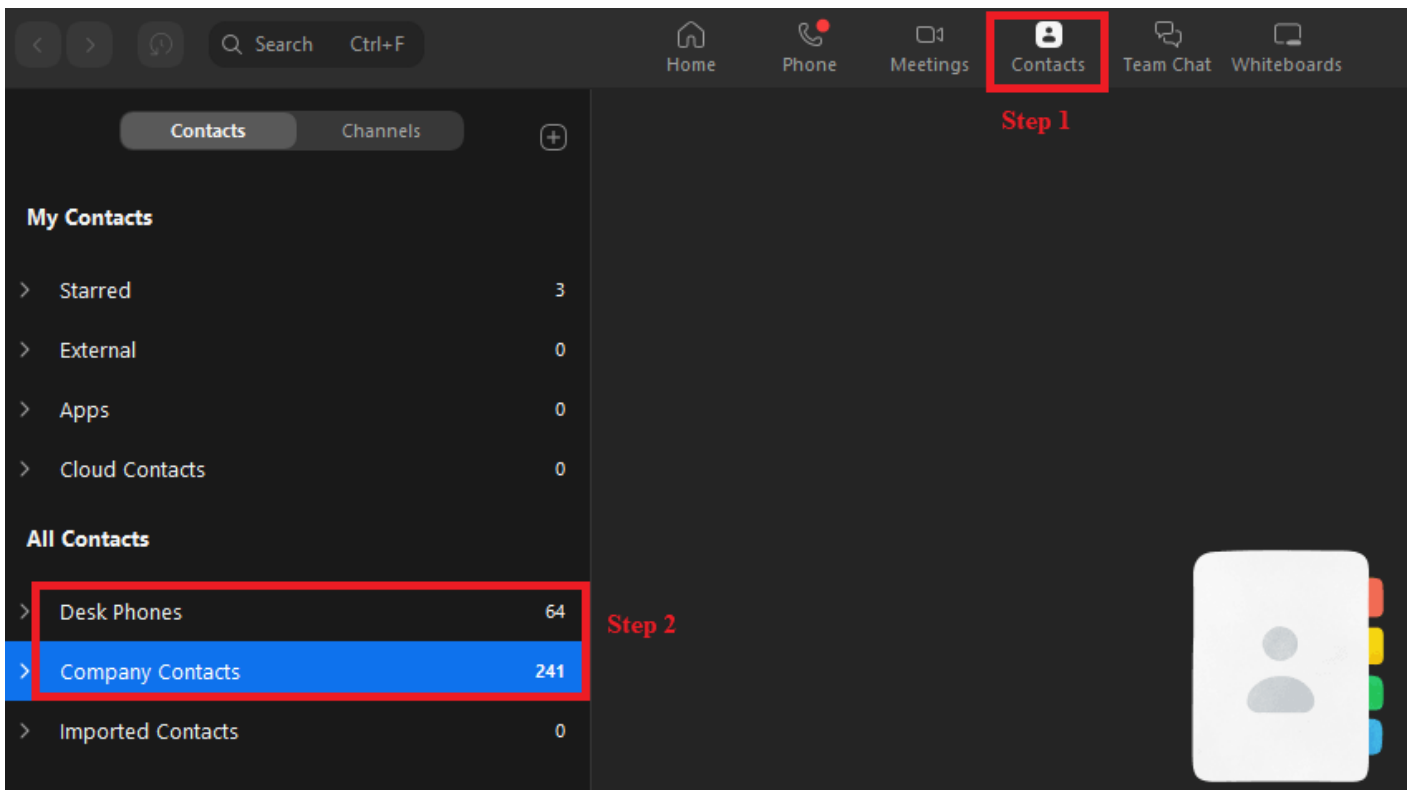
You can use the directory to search for people to call.

On Zoom computer app.

1. On the app select **Contacts**.
2. We have 2 sections to choose from
 - Desk phones - used in classroom or communal locations.
 - Company Contacts - all NTCC employees
3. If you are unsure of the name
 - Click on the drop down for the category you wish to search.
 - All names are in alphabetical order.
4. If you know the name
 - On the top of the app, click search
 - Type the name in the search bar.
5. Hover over the user you wish to call.



6. Click on the



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