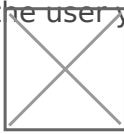


# Searching the directory for numbers.

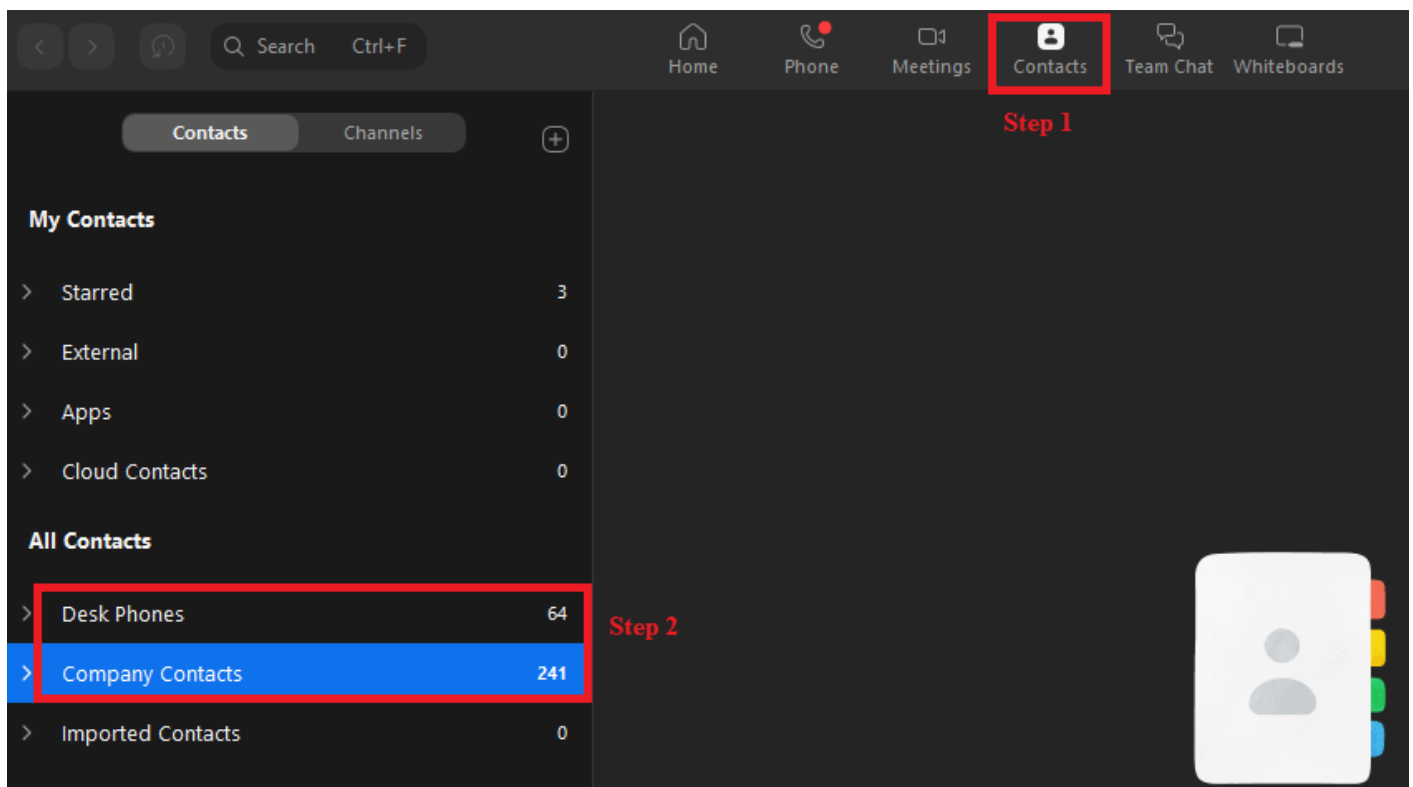
You can use the directory to search for people to call.

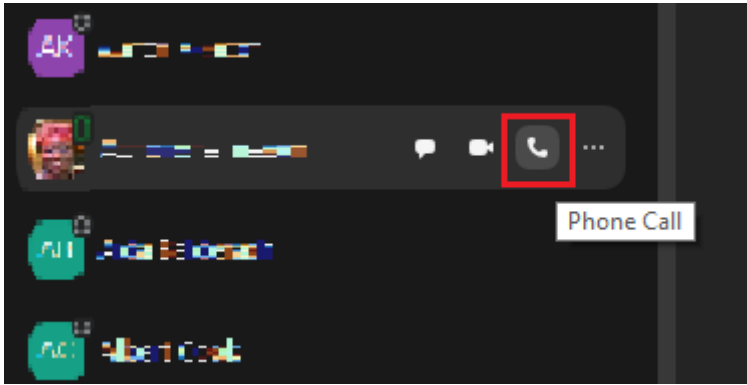
## On Zoom computer app.

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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Revision #3

Created 26 April 2023 19:41:34 by Karrie White

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