



How to Use Address Book in Outlook Client

This tutorial will show you how to use the Address Book in Outlook to search by Users, Rooms, Groups, Distribution Lists, and Contacts.

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Search for the user, room, group, distribution list, or contact that you desire and double click on the name	5

If you need any assistance please contact the IT Helpdesk in one of the following ways.
Browse to www.helpdesk.thomasmore.edu, call 859-344-3646, email helpdeskticket@thomasmore.edu, or stop by the Computer Center on the lower level of the administration building.

Click "Address Book"

The screenshot shows an Outlook window titled "Help Desk Tickets - atohar69@thomasmore.edu - Outlook". The interface includes a ribbon with tabs like "File", "Home", "Send / Receive", "Folder", and "View". A blue callout box points to the "Address Book" icon in the "Search People" group on the ribbon. The main content area displays an email from "Helpdesk Ticket <HelpdeskTicket@thomasmore.edu>" with the subject "New Ticket Alert". The email body contains the following information:

Hi Aaron O'Hara,

New ticket [#908170](#) created

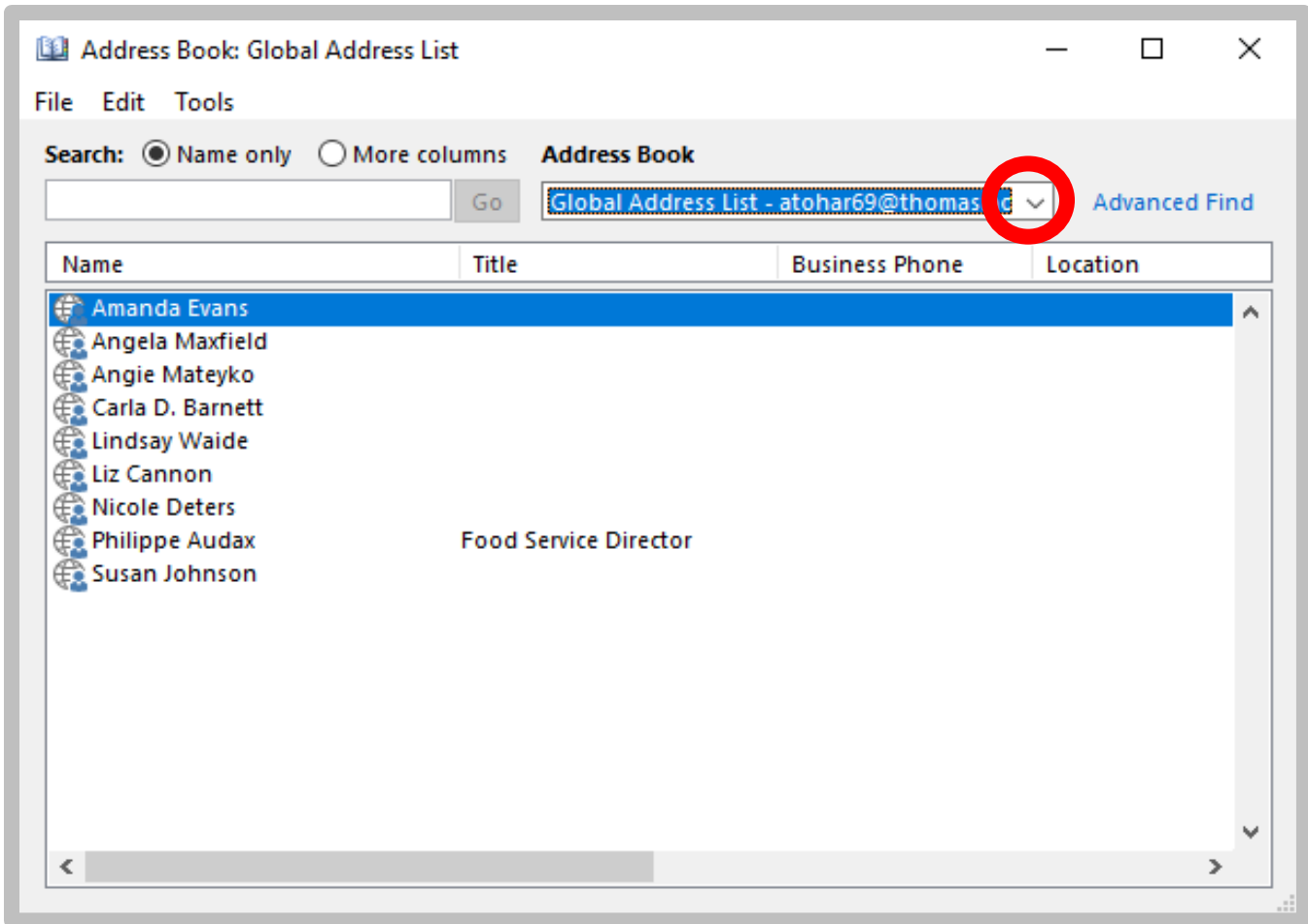
From: Amy Osborne
Department: Computer Center
Assignee: [osborna@thomasmore.edu](#)
Subject: Phone issue
Priority: Normal
Due Date:
Phone Number:
Email: osborna@thomasmore.edu
Posted by: Amy Osborne, TMC Success Center

The phone works when in the computer center but when we hook it up in her office it waits for DHCP for about a n

To view or respond to the ticket, please [login](#) to the support ticket system
IT Services Help Desk

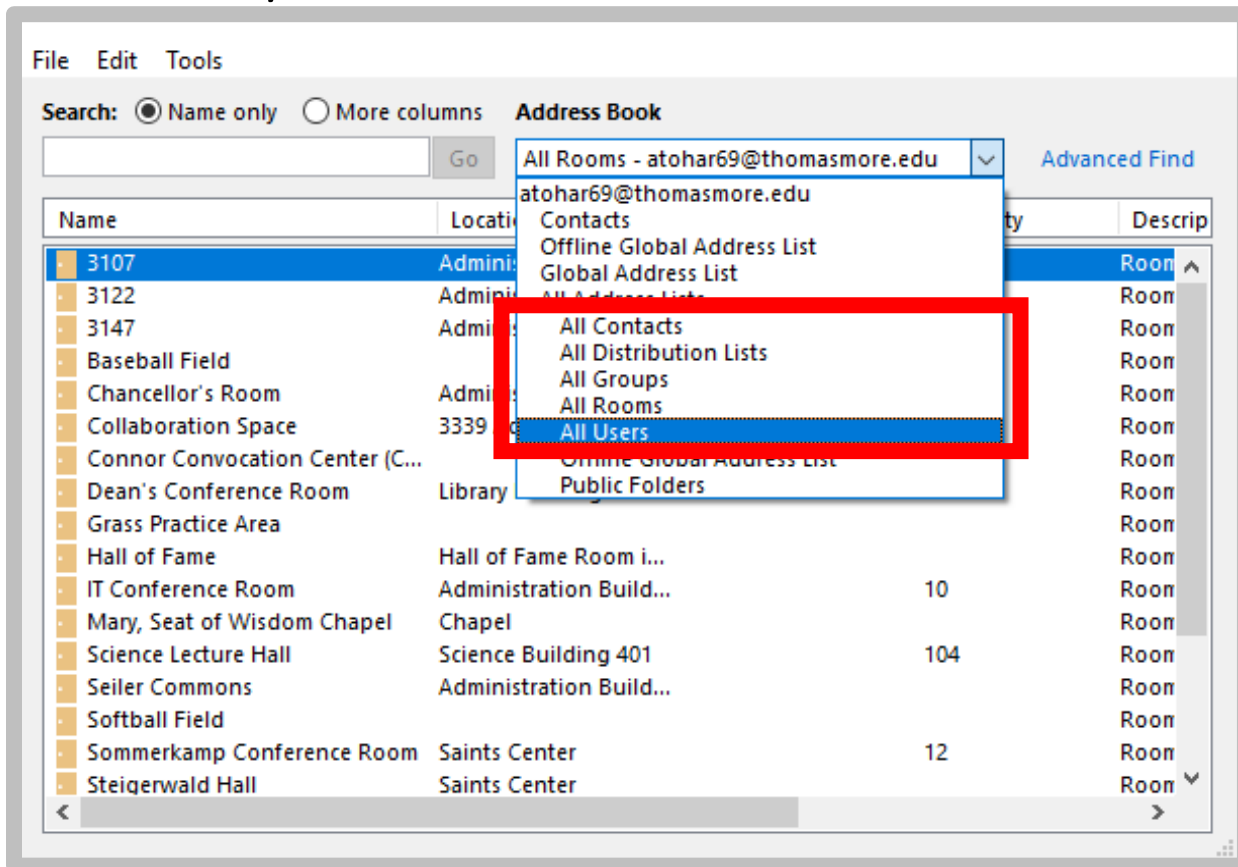
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Click the drop down arrow under “Address Book”



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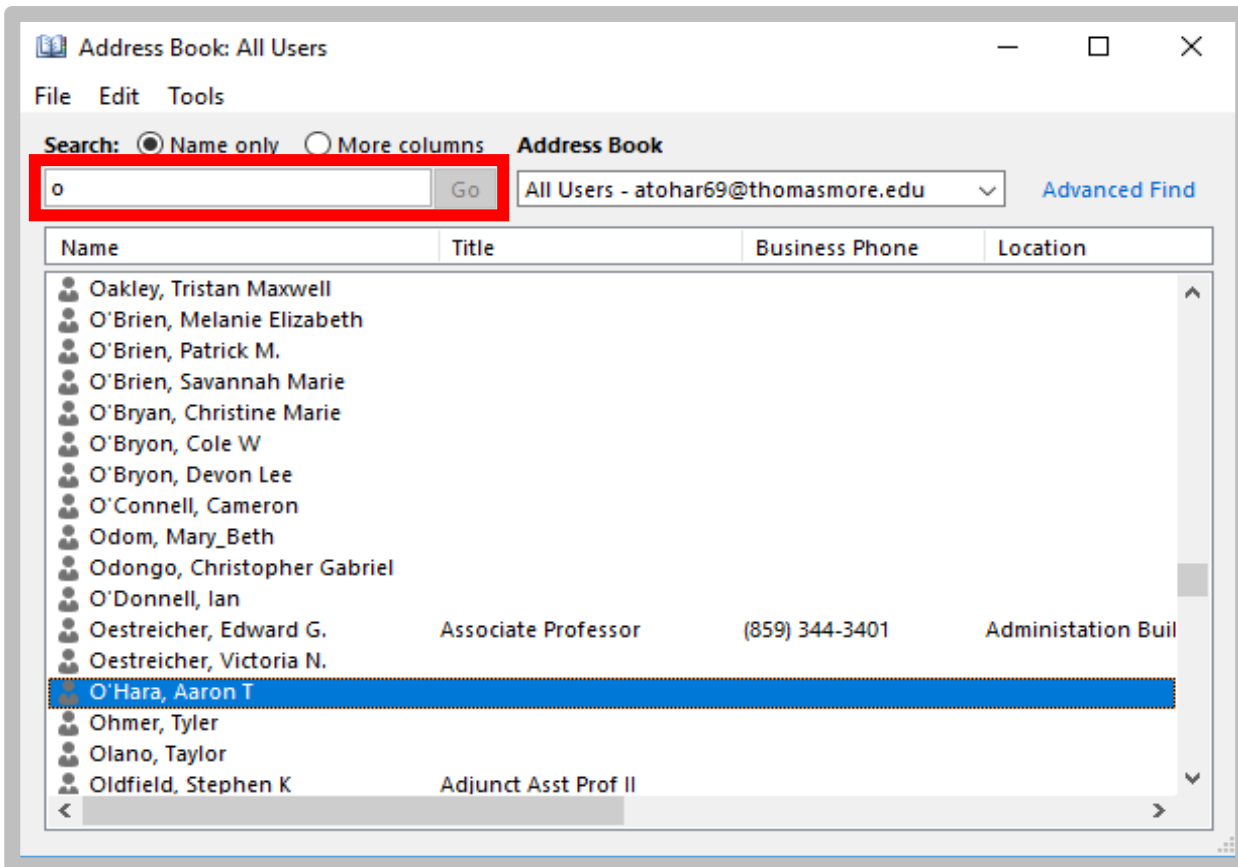
Select what you would like to search for



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Search for the user, room, group, distribution list, or contact that you desire and double click on the name



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Here you can see the details about that specific user, room, group, distribution list, or contact

The screenshot shows a window titled "O'Hara, Aaron T" with a standard Windows-style title bar. Below the title bar, the name "O'Hara, Aaron T" is displayed in a large font. There are five tabs: "General", "Organization", "Phone/Notes", "Member Of", and "E-mail Addresses". The "General" tab is selected. The form contains the following fields:

Name	
First:	Aaron
Initials:	T
Last:	O'Hara
Display:	O'Hara, Aaron T
Alias:	atohar69
Address:	[Empty field with up/down arrows]
Title:	[Empty field]
Company:	[Empty field]
City:	[Empty field]
Department:	[Empty field]
State:	[Empty field]
Office:	[Empty field]
Zip code:	[Empty field]
Assistant:	[Empty field]
Country/Region:	[Empty field]
Phone:	[Empty field]

At the bottom left of the form area are two buttons: "Add to Contacts" and "Actions". At the bottom right of the window are three buttons: "OK", "Cancel", and "Apply".

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