

Advanced Search in Outlook

Find contacts in Address Book

- 1. Open Outlook
- 2. When writing an email click "To"(1) or "Address Book" (2)



3. From the Address Book, click the "Advanced Find" button

Select Names: Global Address List			1						×
Search: Name only More columns	Address Book								
Go	Global Address List - dustin(©psdschools.c ∽ Advance	d Find						
Name		Title	Business Phone	Location	Department	Email Address	Company	Alias	
50h grade teachers						Silhgradeteachers@psdschools.org		Sthgradeteachers	
& Aaeng, Lesley - BEA		TEACHER ELEMENTARY	970-488-4270	BEATTIE ELEMENTARY		laaeng@psdschools.org	Poudre School Distri	laaeng	
🕹 Abbitt, Lisa		PARAPROFESSIONAL SPECI.	-	OLANDER ELEMENTA_		lisaa@psdschools.org	Poudre School Distri	lisaa	
& Aberegg, Sharon - SHE		SCHOOL OFFICE MANAGER	970-488-4529	SHEPARDSON ELEME		saberegg@psdschools.org	Poudre School Distri-	saberegg	

4. In the dialog box that appears, you can now search for any information to find contacts. Clicking ok will submit the search and display the results

	Find	1		×
General				
Display name:				
First name:	La	ast name:		
Title:	A	Alias:		
Company:	D	Department:		
Office:				
City:				
			ОК	Cancel

If you have any questions about these directions please contact the PSD IT Support Center at 970-490-3456