What is the Address Book?
The Address Book (also called Global Address List) is a contact list within the University email system. It contains details of everyone who is in the email system – this includes all staff and students as well as visitors and external colleagues who have a University email address.

How to use the Address Book
1. Click the People tab in the top right of the screen

2. On the next screen, click the double arrow >> on the left hand side to change the view

3. Choose All Users to display everybody in the address list

4. Start typing a name into the search or scroll down the list
5. Click on a name to view contact details and send an email
How to ensure you email the correct recipient

It is likely that recipients in the Address Book will have similar or identical names. Use these tips to ensure you email the right contact:

**Use the Address Book to check the person’s details**

Look at the **Job title** field. For staff, this shows their job title. For students, it will read Student.

**Be careful when using Auto-complete**

When composing an email, typing a name into the **To** box will bring up a list of similar names you have emailed recently. After selecting a name, **click** on it to bring up the person’s contact profile and check their details before sending.

Their job title will appear just under their name and for staff, other details such as Office location will be shown too.
How to use the Address Book
Instructions for Outlook Web Access (OWA)

- Name: John Smith
- Title: Administration manager
- Office: Room 1A
- Picture (if set)