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. When you are composing an email in Outlook, open the Address Book by clicking Address Book in the ribbon menu

2. The Address Book will appear as a pop-up. Start typing a name into the search or scroll down the list
3. Double-click on a name to select it and click OK
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 **Title** field. For staff, this shows their job title. For students, it will read Student.

Check the **Department** field for further information – for staff, this will show the school or department they work for.

**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, **double 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.