Viewing District Extensions in Global Address List

Have you ever needed an extension for someone not in your directory? Instead of calling around for someone's extension, you can use Microsoft Outlook's Address Book. Most extensions have been compiled by the Technology Department and they are available to you the same as everyone's email address.

The following instructions will show you how to view/access these numbers in the Global Address Book in Microsoft Outlook.

Viewing District Extensions in the Global Address List (GAL)

Navigating to the GAL

There are several ways to view Outlook's Global Address Book. You can access it from the Outlook heading located in the "Home" tab under the "Find" subsection which allows you to do individual searches or select the Address Book (see Figure 1). Selecting the "To", "From", or "CC" buttons when composing an email provides additional views for searches (See Figure 2).

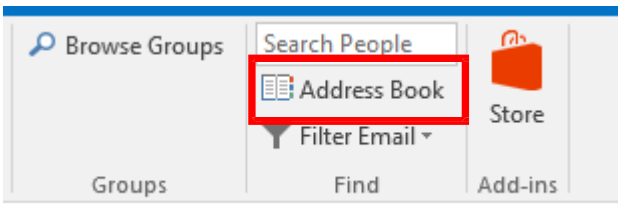

Figure 1 – Address Book Selection from Outlook Header

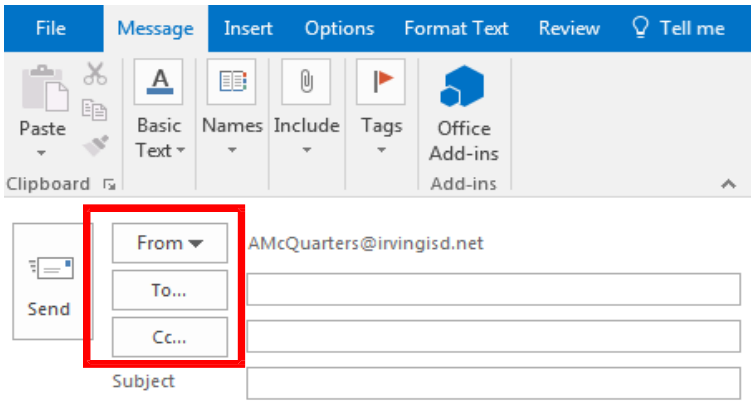

Figure 2 – Address Book Selection using "From, To, or CC" buttons

Viewing District Phone Extensions in the GAL:

After navigating to the GAL, you will be able to view the extensions as shown below. You search for an individual's extension by entering their name into the search box at the top of the page, just as you would do when trying to send an email (see Figure 3):

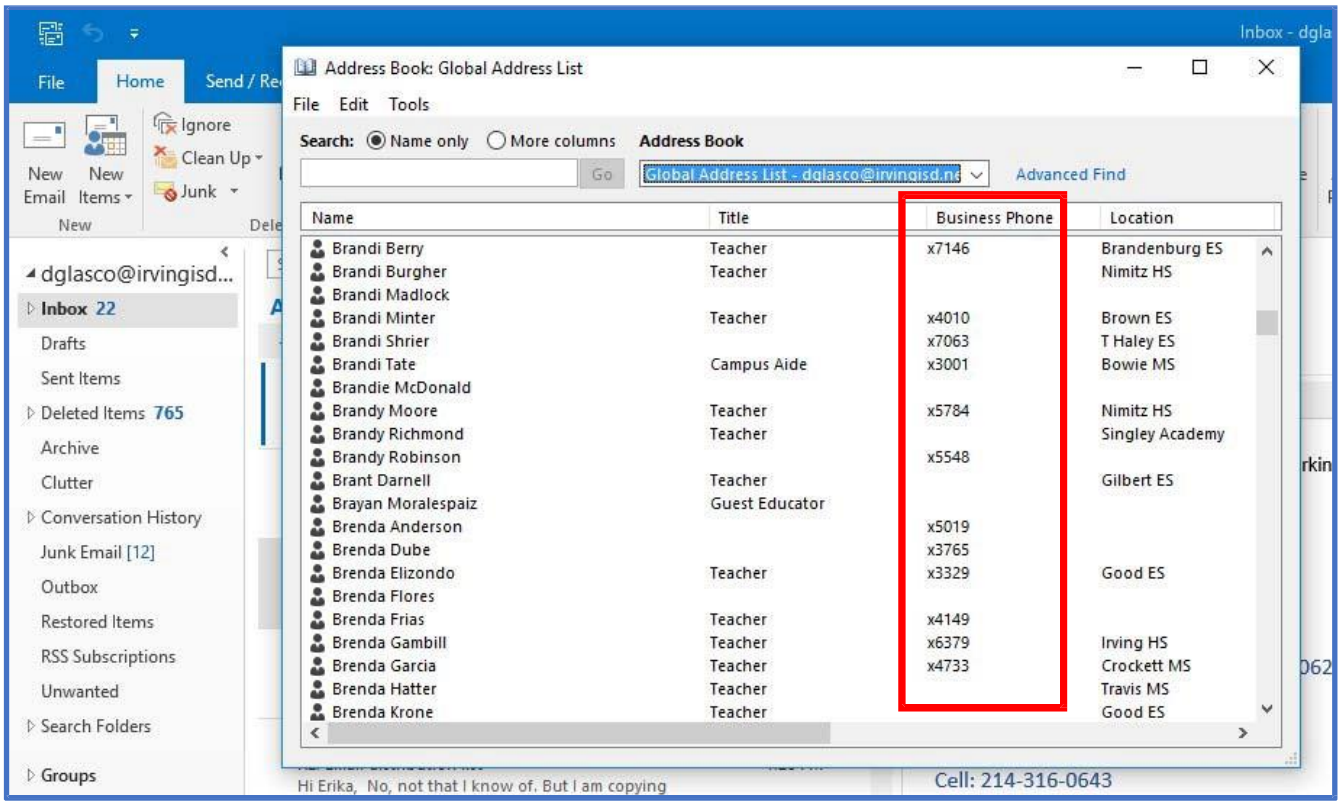

Figure 3 – Viewing Phone extensions in the GAL

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