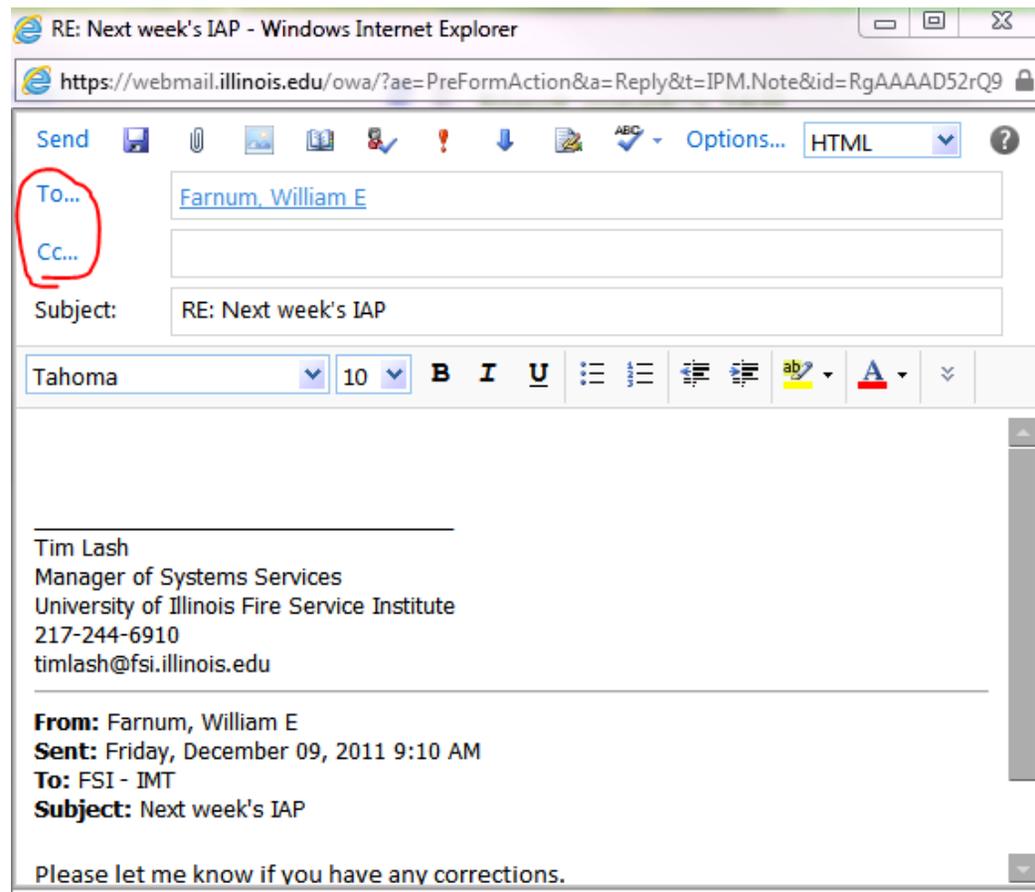


## UC email tip - Finding contacts when replying and composing emails:

If you are replying to or composing a new email, the best way to search the address book and add contacts to the recipient lists is to use the following buttons – “To, CC, etc.” from within the email window itself. See the pictures below for references

Outlook Web Access (Field Staff)



RE: Next week's IAP - Windows Internet Explorer

https://webmail.illinois.edu/owa/?ae=PreFormAction&a=Reply&t=IPM.Note&id=RgAAAD52rQ9

Send [Icons] Options... HTML

To... Farnum, William E

Cc...

Subject: RE: Next week's IAP

Tahoma 10 B I U [Icons]

---

Tim Lash  
Manager of Systems Services  
University of Illinois Fire Service Institute  
217-244-6910  
timlash@fsi.illinois.edu

---

**From:** Farnum, William E  
**Sent:** Friday, December 09, 2011 9:10 AM  
**To:** FSI - IMT  
**Subject:** Next week's IAP

Please let me know if you have any corrections.

Once you hit the “To, Cc, or Bc” buttons, you will see a screen like this where you can search for contacts to add to the recipient list for the email. In the highlighted area, type the name of the person you are looking for and hit the search button (magnifying glass icon). This will bring back the results of your search. Highlight the person you are looking for and hit one of the buttons (marked by the red circle) to add them to the recipient list.

Hit “Ok” in the bottom right hand corner once you are done building your recipient list to return to the composition window.

The screenshot shows a web browser window titled "Address Book -- Webpage Dialog" with the URL "https://webmail.illinois.edu/owa/?ae=Dialog&t=AddressBook&a=PickRecipients". The interface is divided into several sections:

- Address Book:** A search bar at the top contains the text "farnum". Below it, a list of search results is shown, with "Farnum, William E" highlighted in green. The details for this contact are: "ASST FIRE SERV EDUC SPEC , Fire Service Institute" and "wfarnum@illinois.edu".
- Contact Details:** A detailed view of "Farnum, William E" is shown on the right. It includes fields for "Contact" (Alias: wfarnum, E-mail: wfarnum@illinois.edu, Phone: +1 217 333 3800), "Information" (Job title: ASST FIRE SERV EDUC SF, Department: Fire Service Institute), "Organization", "Availability" (set to "Fri 12/9/2011" with a "Show only working h" checkbox), and "Address (Mailing Address)".
- Message recipients:** At the bottom, there are three input fields for "To ->", "Cc ->", and "Bcc ->:". The "To ->" field is circled in red and contains the text "Farnum, William E".
- Buttons:** "OK" and "Cancel" buttons are located at the bottom right of the dialog.

In the Top left hand corner of the window, it will show you what address book you are searching. The default Global Address book allows you to search the whole campus directory (including the Fire Service Institute).

If you wish to see and search only within the IFSI address book, then hit the arrow next to “show other address Lists” (top left hand corner of the window under the Address Book section) and scroll down to find “Fire Service Institute”. This will allow you to search only within the Institute’s address book.

Address Book -- Webpage Dialog

https://webmail.illinois.edu/owa/?ae=Dialog&t=AddressBook&a=PickRecipients

Address Book

- College of Business
- College of Law
- Fire Service Institute**
- Graduate College

Contacts

- My Contacts
- Suggested Contacts
- Contacts
- Other Contacts

Adamson, Matthew W  
ACADEMIC HOURLY U/C INSTR , Fire Service Institute  
madamson@illinois.edu

Aguilar, Carlos A  
ACADEMIC HOURLY STOKER , Fire Service Institute  
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Ahlheim, Margaret Lynn  
Fire Service Institute

Ai, Liya  
Fire Service Institute

Albert, Leslie A  
ASSOC FIRE SERV EDUC SPEC , Fire Service Institute  
laalb311@illinois.edu

Albert, Leslie A Jr  
ACADEMIC HOURLY SUPPORT , Fire Service Institute  
laajr@illinois.edu

Algas, Jonathan

### Adamson, Matthew W

**Contact** Alias: madamson  
E-mail: madamson@illinois.edu

**Information** Job title: ACADEMIC HOURLY U/C  
Department: Fire Service Institute

**Organization** ▼

**Availability** Fri 12/9/2011  Show only working hours

**Friday 12/9/2011**

8:00	9:00	10:00	11:00	12	1:00	2:00	3:00
				PM			

**Address (Mailing Address)**  
Street: 11 Gerty Dr  
M/C 675

Message recipients:

To -> Farnum, William E

Cc ->

Bcc ->

OK Cancel