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)
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.
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.