How to Search for an Email Address Using the Global Address List

For users of Outlook Web Access

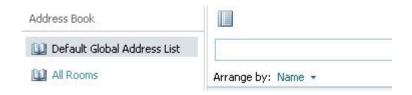
1. After logging into your CGU email account, click on the "New" button to create a new email.



2. Then click on the "To" button to start your search for an email address.



3. In the new window, make sure that the "Default Global Address List" is highlighted. If not, click on it once.



4. In the empty box to the right of the "Default Global Address List", enter the person's first name, or last name, or part of their name. Then press "Enter" on your keyboard.

Below the box in which you just typed, the search results will appear.

Double click on the email address to which you would like to send an email, and the email address should appear below, in the box next to the "To" label

5. Click on the "OK" button located in the lower right corner of the window to return to composing your email.

