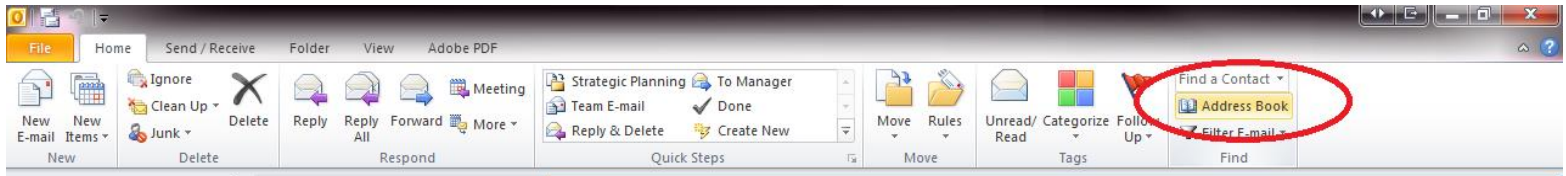


# How to Look up Phone Extensions in the Outlook Address Book

1. Open Outlook.
2. Select Address Book.



3. Enter the name of the employee you are looking for into the search field. Be sure Global Address List is selected in the Address Book dropdown list. Phone extensions are listed in the Business Phone column.

