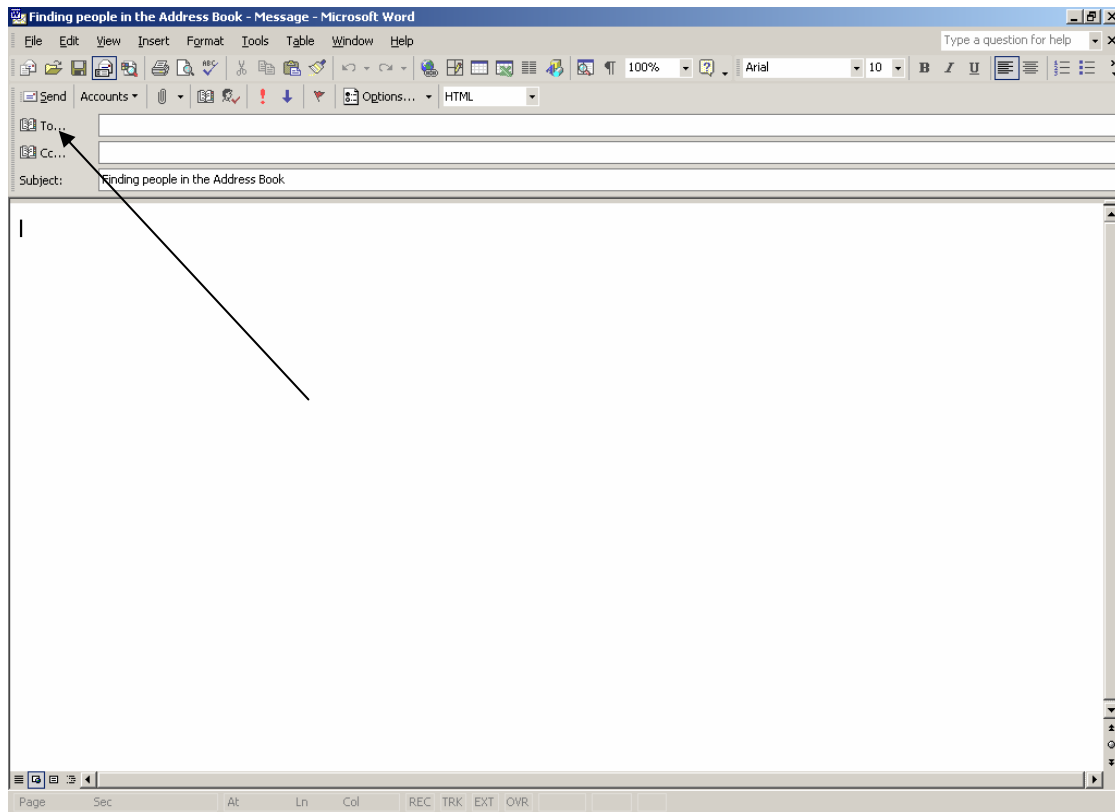


Outlook 2002 – Finding People in the Address Book

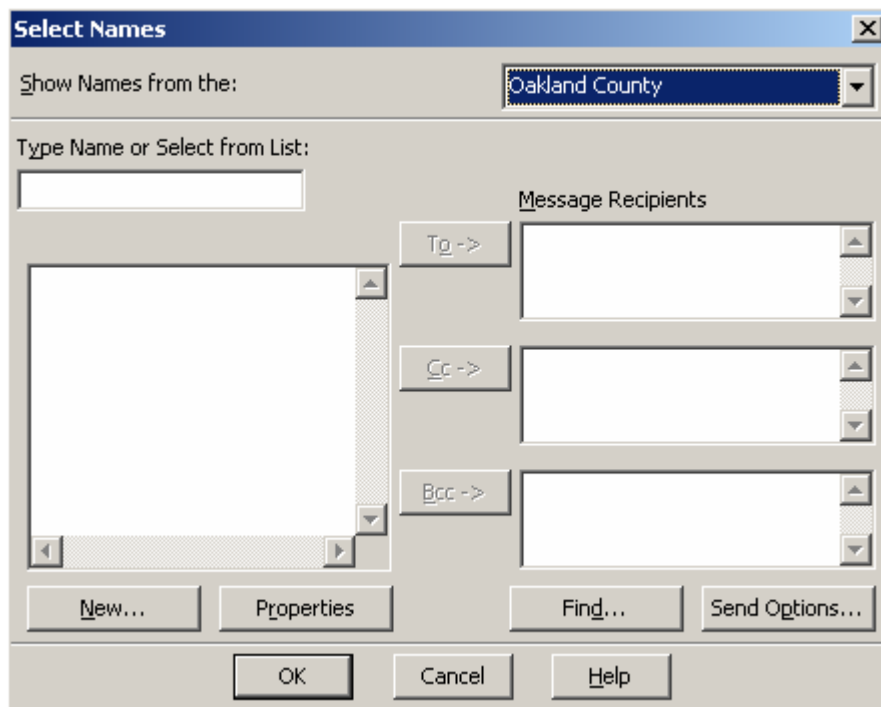
To find a person in the Outlook 2002 Address Book,

1. From a new mail message in **Outlook 2002**, click the **To...** button.

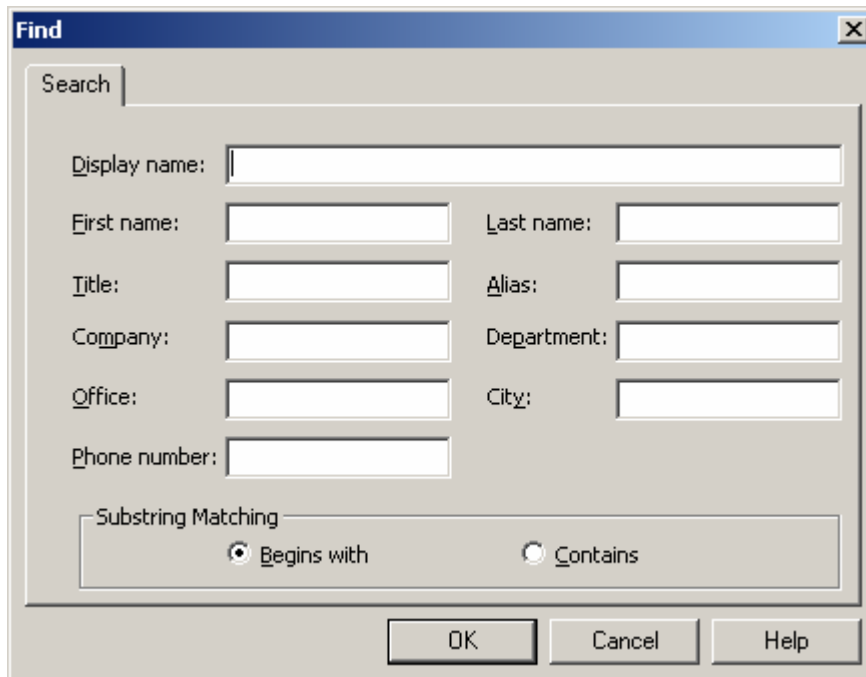


2. From the **Select Names – Show Names from the** dialog box, click the **Oakland County** from the drop down menu.

Outlook 2002 – Finding People in the Address Book



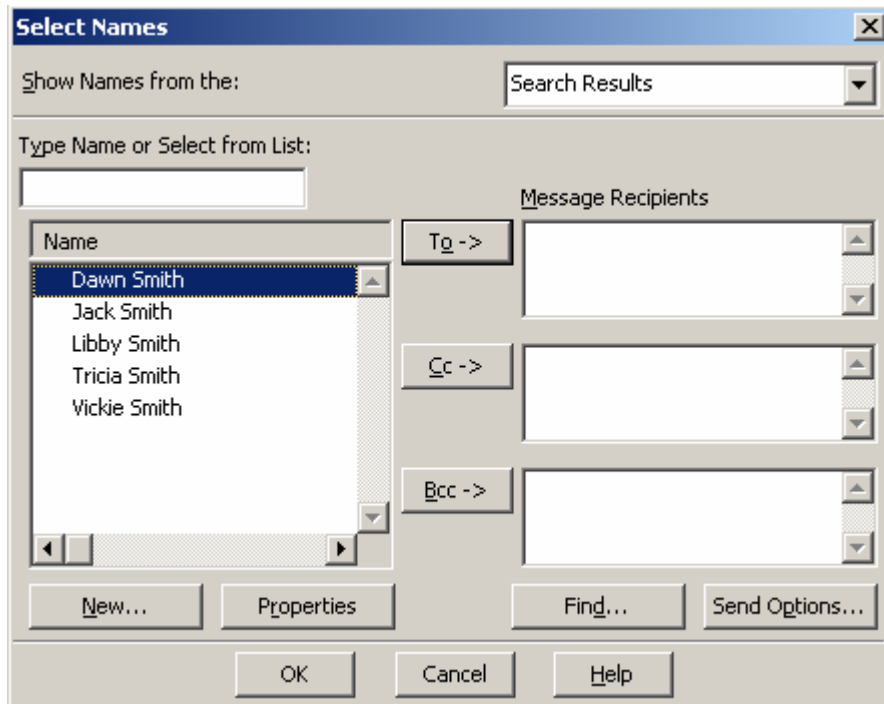
3. Click the **Find** button.
4. From the **Find** dialog box, type the **first or last name** in the **Display name** text box.



5. Click the **OK** button.

Outlook 2002 – Finding People in the Address Book

- From the **Select Names** dialog box, select the matching **Name** and click the **To**, **Cc** or **Bcc** button.



- Click the **OK** button.

Your mail message will now be addressed to that person.

If you have problems, please call the Information Technology Software Help Desk at (248) 858-8812.

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02/26/04