

# Email Clients Available at NTU



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## Microsoft Outlook 200x: Finding and Checking Names

Have you ever had difficulties finding an email address of someone in NTU? This help sheet provides you with some tips on finding and checking names in Exchange and in your Outlook Contacts.

### Finding Names

You can make use of the *Find* tool in your *Address Book*. This allows you to search for a NTU staff's email address, phone number and office location. (This is available in both Outlook 97/98 too.) To start finding a name, launch Outlook and:

1. Open the *Address Book* by clicking on the *Address Book* button. This opens the *Address Book*. 
2. Check that *Global Address List* is in the *Show names from the* box on the top right of the *Address Book*. This means that the search will look through the whole *Global Address List*.
3. From the *Tool bar* click on the *Find Items* buttons. This opens the *Find* window. 
4. Type in your guess in the *First name* and/or *Last name* fields and click *OK*. For example, try typing in *john* in the *First name* field and click *OK*. You will see a list of people with the name beginning with "John". You can even try using the other available fields, like *Office and Title*. Unfortunately, it can only match the front portion of a field.


Some of you prefer to fill in the *To* recipient field by clicking on the *To:* button in your new message window. You can also find names from there by clicking on the *Find* button and following step 4 above.

To...

Find...




### Checking Names

There is a shortcut to check the names you have typed in the *To* recipients field. Once a recipient's name has been recognised by Outlook it appears underlined. Name checking is automatically done when you click the *Send* button, but you can force name checking before sending by:

1. Open a New Message window as you would normally do.
2. Type in a partial name of your recipient in the *To* field. It does not matter whether you enter the first name followed by the last name, or the last name followed by the first name. For example type *john w*.
3. Click on the *Check Names* button. (You can also enter Ctrl-K or Alt-K) A list of people with the name "John" and "W" appears. 
4. Select the person you want to send the message to and click *OK*.
5. Once the names are recognised by Outlook, the names are underlined.
6. Finish your message and send it off as usual.

### Check Names using your Address List

You can make Outlook check through your *Outlook Address Book* (Contacts) and *Personal Address Book* before sending by adding these into the checking list.

1. Open the *Address Book* by clicking on the *Address Book* button. This opens the *Address Book*. 
2. Under the *Tools* menu click *Options*. An *Addressing* window opens.
3. In the third section, *When sending mail, check names using these address lists in the following order*, verify that *Global Address List* is the only one on the list.
4. Click on the *Add* button. An *Add Address List* window appears. 
5. From the *Address Lists* box locate and select *Contacts* under *Outlook Address Book* in the *Address Lists* box.
6. You can change the order of checking by clicking on the up and down arrows. 
7. Finally click the *OK* button.

Outlook will now check through your *Outlook Address Book* (*Contacts*) before sending your mail or when you click the *Check Names* button.