

Instructions for Viewing and Setting Phone Numbers

Have you ever needed an extension for someone not in your directory? Instead of calling around for someone's extension, you can use Microsoft Outlook's Address Book. Most extensions have been compiled by the Technology Department and they are available to you the same as everyone's email address.

The following instructions will show you how view/access these numbers and how to set phone numbers for your campus so you can see them in the Address Book in Microsoft Outlook.

Viewing District Extensions in the Global Address List (GAL)

Navigating to the GAL

There are several ways to view Outlook's Global Address Book. For example, you can access it from the Outlook heading located in the "Find" subsection (see Figure 1) or you can access it by clicking on the "To", "From", or "CC" buttons when composing an email (See Figure 2).

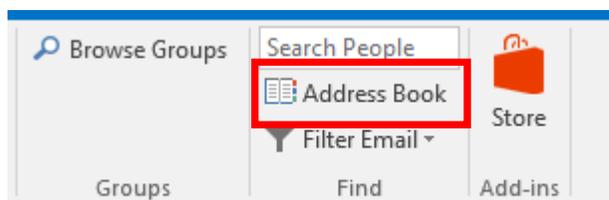


Figure 1 – Address Book Selectin from Outlook Header

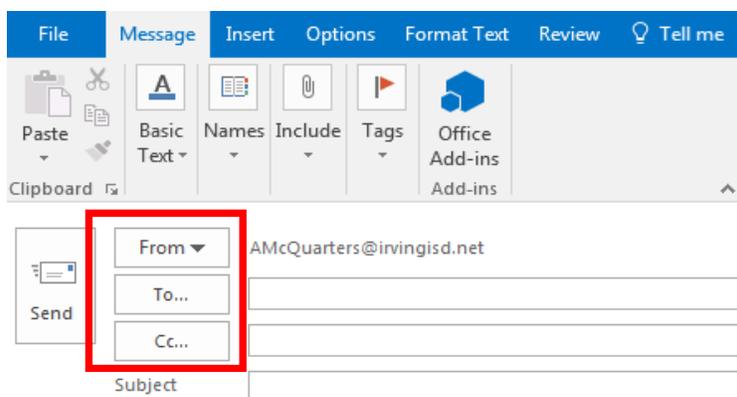


Figure 2 – Address Book Selectin using "From, To, or CC" buttons

Viewing District Phone Extensions in the GAL:

After navigating to the GAL, you will be able to view the extensions as shown below. You search for an individual's extension by entering their name into the search box at the top of the page, just as you would do when trying to send an email (see Figure 3):

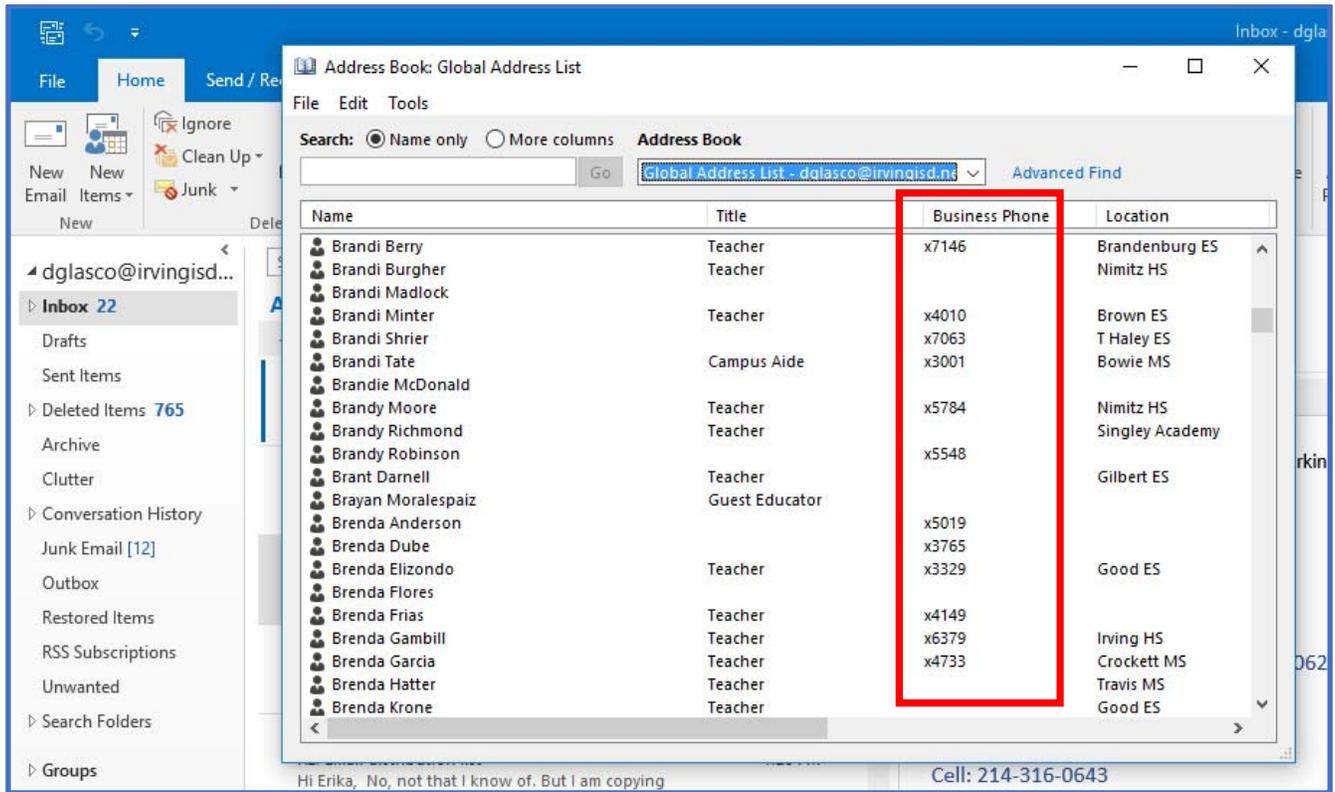


Figure 3 – Viewing Phone extensions in the GAL

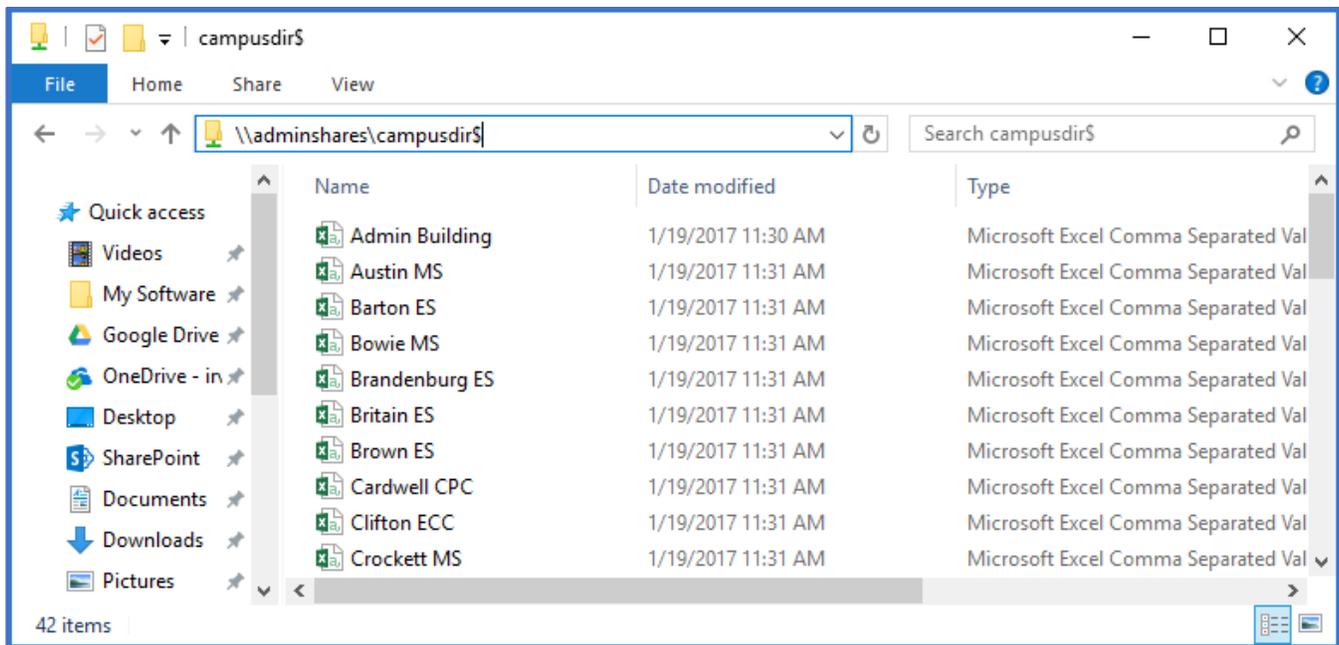
Updating and Maintaining GAL

Secretaries on each campus will use the following procedure to update the GAL. This procedure is very similar to and replaces the current process of updating the phone extensions (e.g. for new staff or staff who has moved):

Click on the following link or copy and paste it into Windows Explorer.

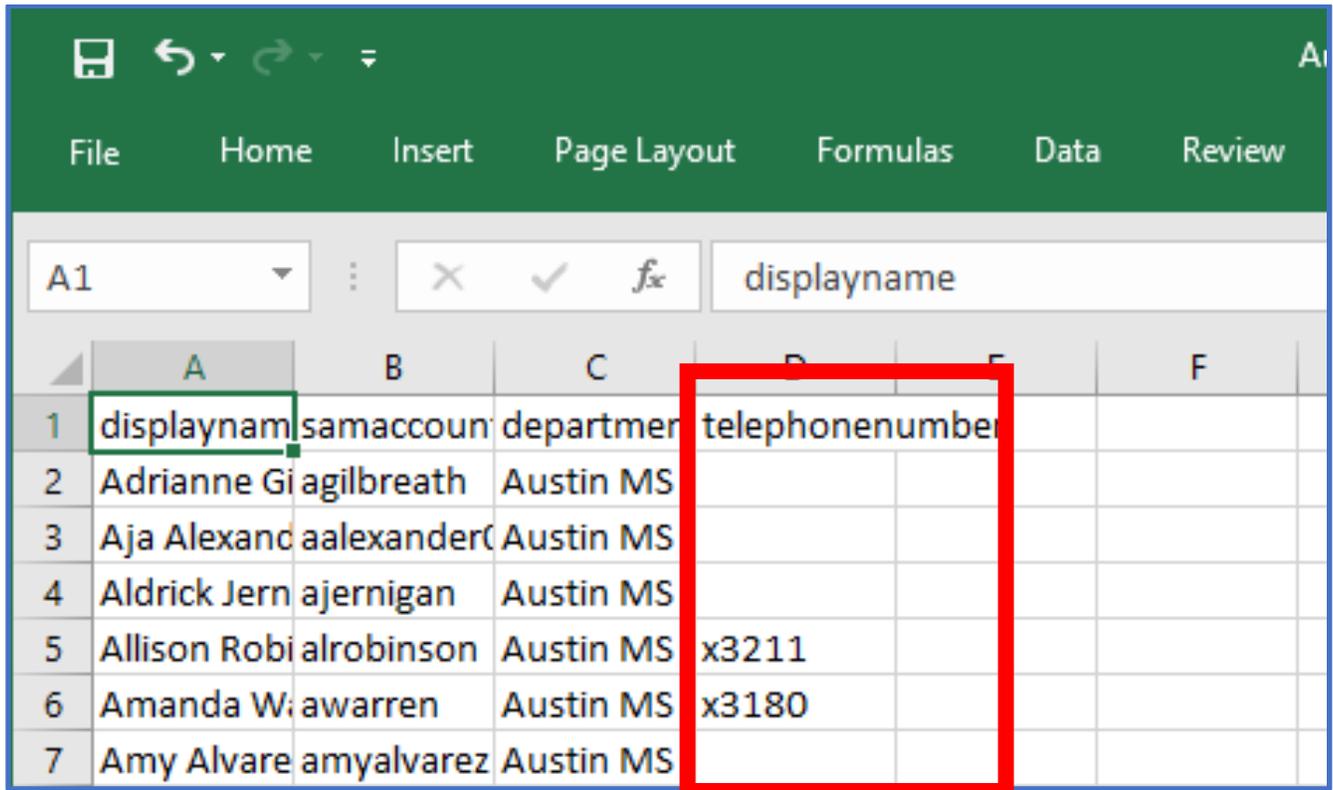
[\\adminshares\campusdir\\$](\\adminshares\campusdir$)

Open the file of your campus. You can now alter the phone numbers of the people in that list.



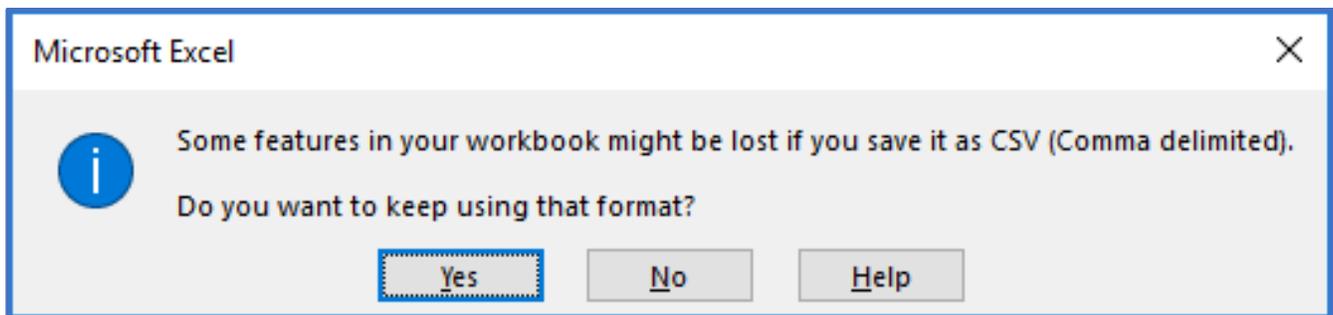
Open the file of your campus. You can now alter the phone numbers of the people in this list.

Make sure that you only change the phone number field. Any other changes will not update the address book. Please also use a lowercase “x” in front of the extension. This will let everyone know that the number has been manually updated.



When finished click “Save” to update the changes. Please do not alter or add any files to the directory other than your own.

You may also see the following message when trying to save. Click Yes. The file can only be in CSV format.



**Note: The changes you make here will not be reflected in the Offline Global Address Book until up to 48 hours.

Posted: June 12, 2017