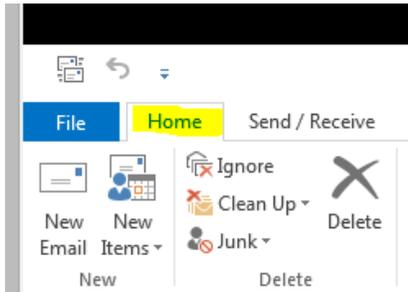
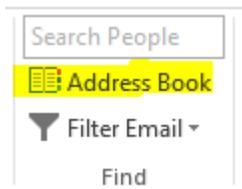


## How to lookup User ID in Outlook

When looking up user ID's the best way it to go into Outlook. Once Outlook is open make sure you are in the Home Tab.



In the Ribbon there will be a Find area with the option of Address Book to search for people.



Under there you will need to select More columns and Global Address List in the drop down, once selected you can search by name which will display information about the person including their Alias (user ID)

