

Searching Email Addresses By Last Name

When sending email using Microsoft Outlook you have the ability to search recipients by first name or last name, either full or partial.

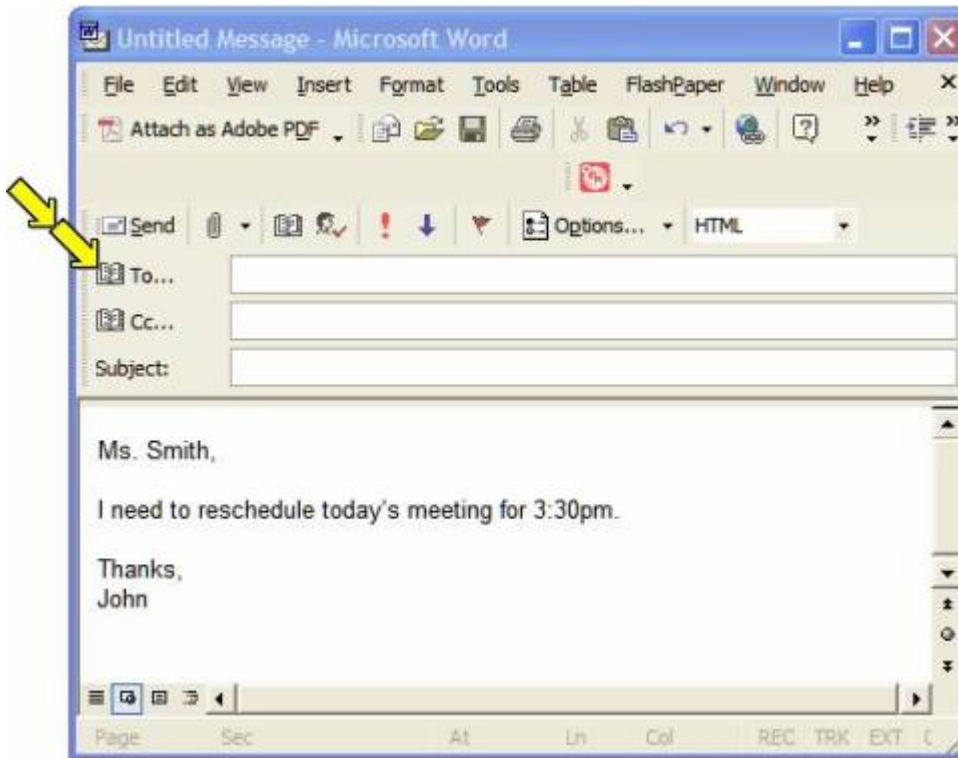
EXAMPLE:

The following example illustrates searching for all recipients with the last name of "Smith".

First, while in Microsoft Outlook, click the "New" button to begin composing a new email.



Next, click the "To" icon to see the names in the "Global Address Book".



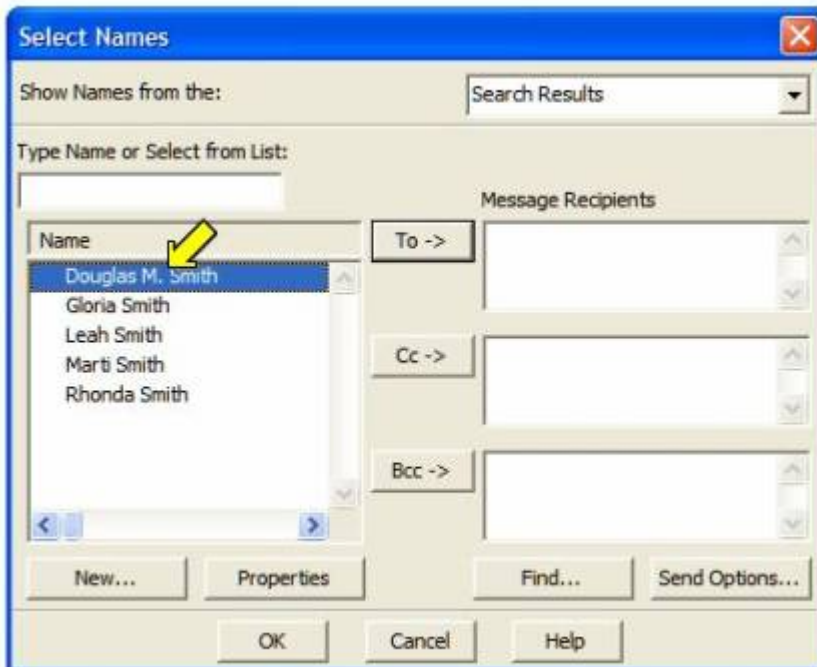
To perform a search for a recipient, simply click on "Find."



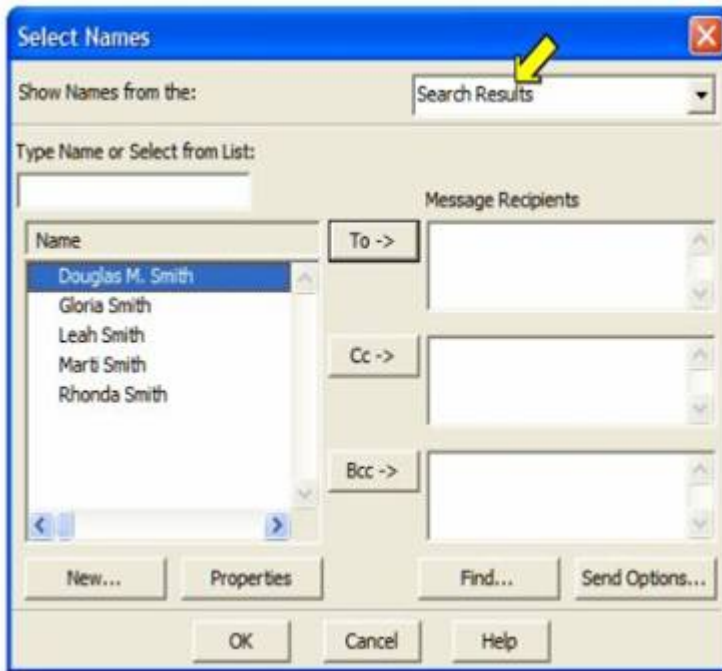
From here you can type in the first or last name for which to search. For example, enter "smith" in the "Last name" box and click the "OK" button.



You can now choose a "Smith" by clicking on one of the names and clicking "To", "Cc", or "Bcc".



Before you click "OK" to close this window, notice that you are ONLY seeing your search results (i.e.: all last names of Smith). To see ALL names, click the drop-down arrow beside the words "Search Results" and click on "Global Address List".



You will again see all email addresses for LISD.

