

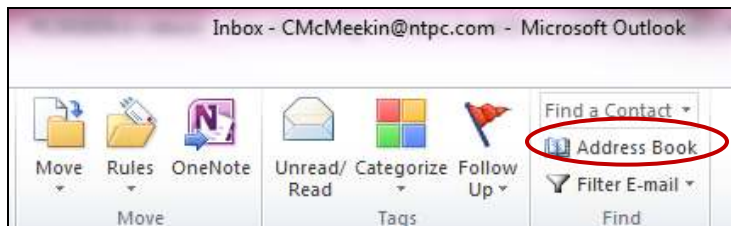
Circuit Training



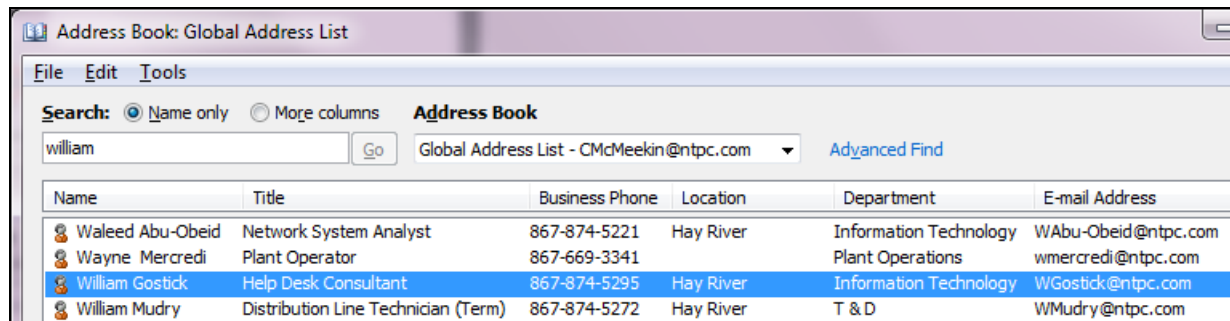
Outlook Address Book

Employees' office phone number, cell number, department / division, reporting manager / subordinates and email address are available through the Address Book in Outlook.

1. In Outlook click the  Address Book icon on your toolbar.



2. The Address Book appears and displays the list of email addresses stored in Contacts. Use the search function to find an employee and their information. Example below shows a name search on "William". Double click on listed employee to display all employee information.



NOTE: The Address Book contains a listing of Distribution Groups and Resources available for booking such as Boardrooms and Corporate Apartments.

Please contact the Help Desk @ helpdesk@ntpc.com for more information on this topic or any other questions you may have.