

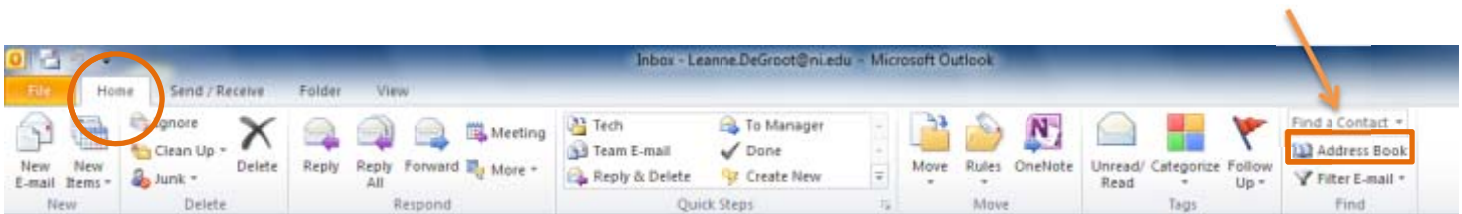


## Phone Directory

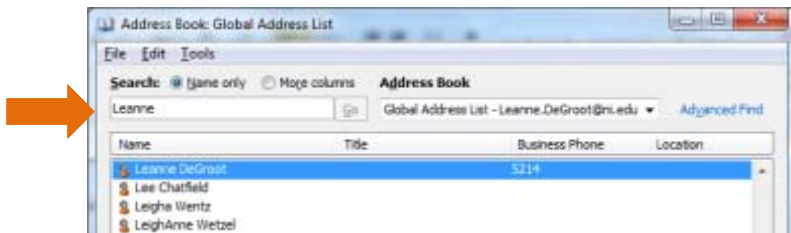
This year, we have taken the phone directory to a new level. The directory is now available through Outlook and Outlook Web Access. You can follow the instructions below to learn how to access the information you need.

### In Microsoft Outlook

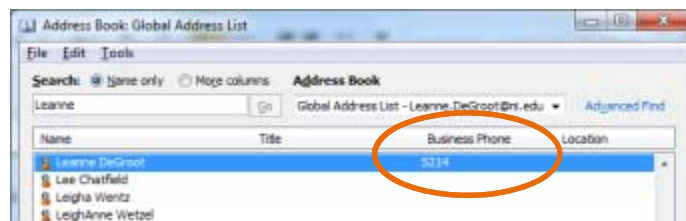
1. Go to the **Home** tab.
2. Open **Address Book**.



3. In the Search box, type in the first name of the individual you are looking for.

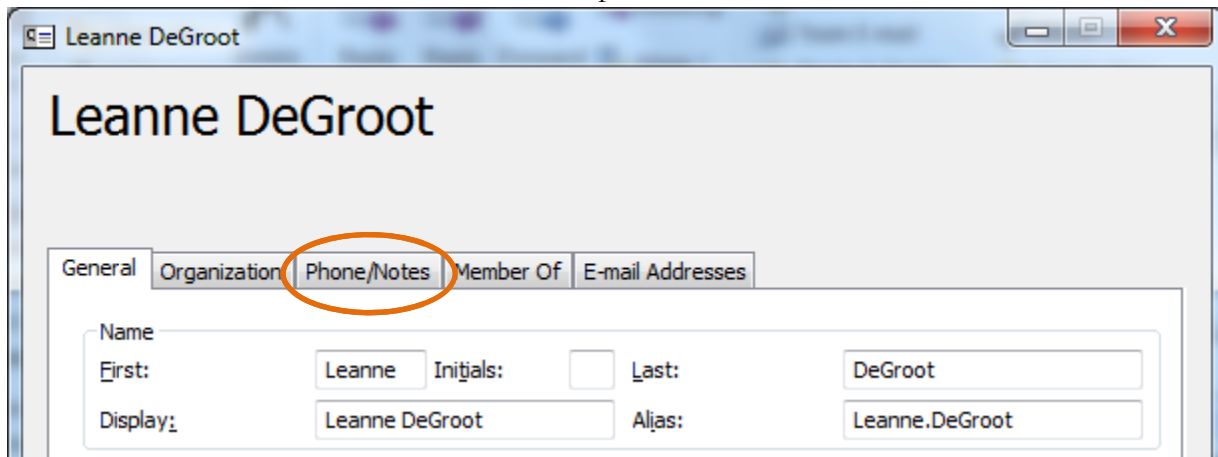


4. **Business Phone** lists an individual's primary phone number.
  - a. If the person provided a campus work extension in NIA, it will appear here.
  - b. If the person is a dorm student, his or her extension will appear here.



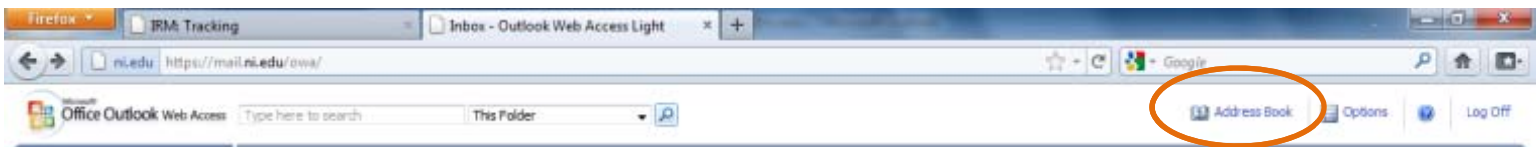
5. Double-clicking a name will open a contact card with more information.

- Go to the **Phone/Notes** tab to find additional phone numbers.

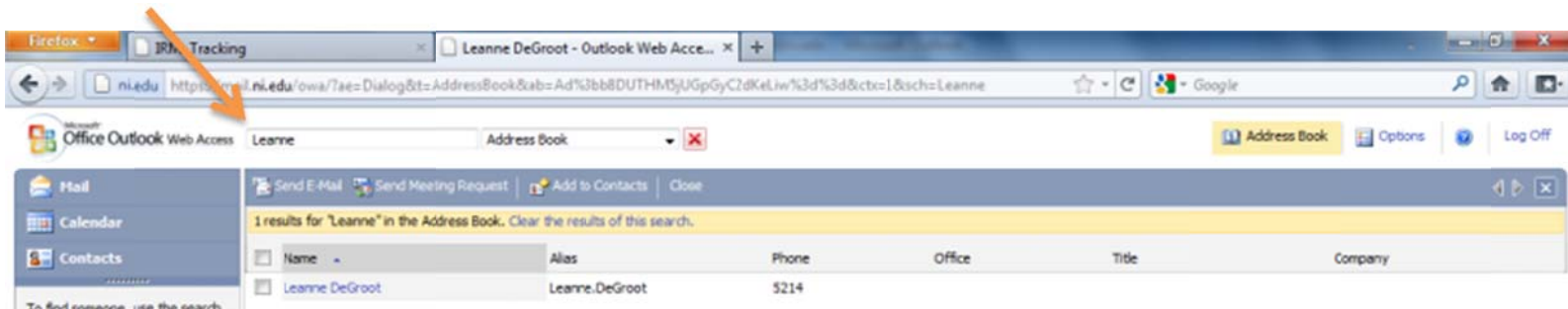


### In Outlook Web Access in Mozilla

- Go to <https://mail.ni.edu>
- Log in with your Northland credentials.
- Click on the **Address Book** link.



- Type in the individual's first name in the Search bar.



- The individual's primary phone number will show up under **Phone**.
- Click on a name to view additional information.

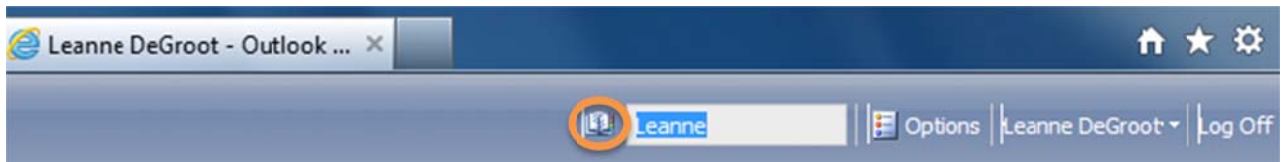
### In Outlook Web Access in Internet Explorer

- Go to <https://mail.ni.edu>
- Log in with your Northland credentials.

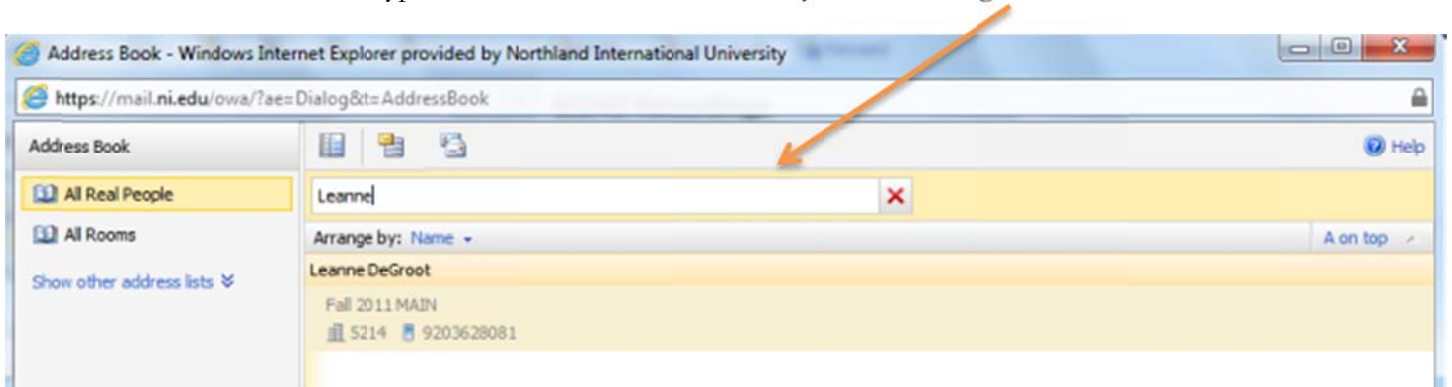
3. Type the individual's name in the search box and hit **Enter** on your keyboard.



4. The individual's information should pop up in another window.
5. If you have difficulties with that method or are not finding the individual you are looking for, click on the **Address Book** icon next to the search box.



6. In the Address Book, type in the name of the individual you are looking for in the search bar.



7. Double click on a name for more information.