

# How to lookup Phone Numbers, Office Numbers, Email Addresses, etc. in Outlook for PC

1. Open the Outlook application on your PC.
2. Locate the “Search People” box in the main toolbar. (Fig. 1)
3. Click into the search box and begin typing the name of the person you are searching for. As you type, search results will begin to appear. (Fig. 2)
4. Click the name of the person to view their contact information. (Fig. 3)

Fig.1

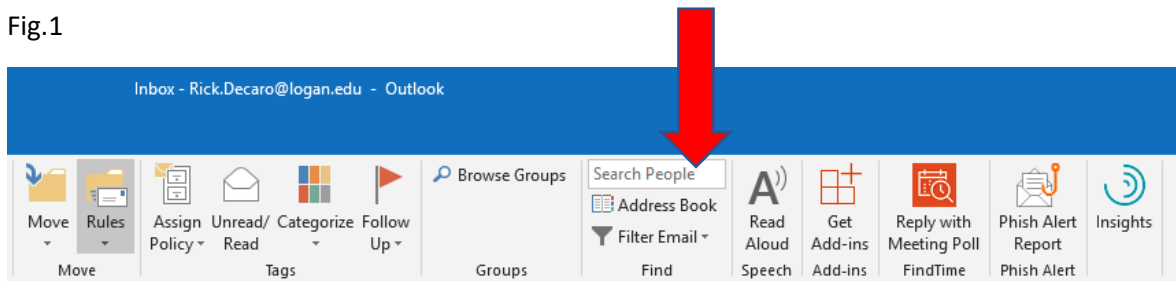


Fig. 2

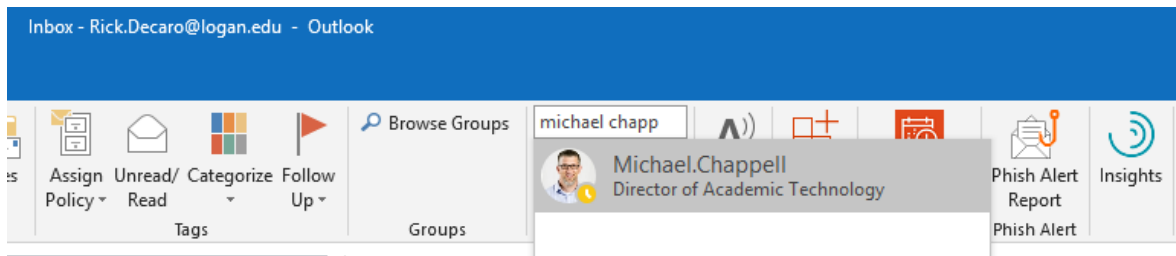
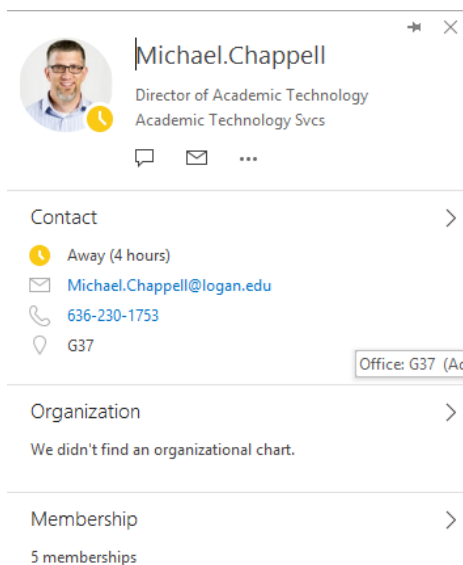


Fig. 3



# How to lookup Phone Numbers, Office Numbers, Email Addresses, etc. in Outlook for MAC

1. Open the Outlook application on your MAC.
2. Locate the “Find a Contact” box in the main toolbar. (Fig. 1)
3. Click into the search box and type the name of the person you are looking for then hit enter. (Fig. 2)
4. Double click the name of the person to view their contact information. (Fig. 3)

Fig.1

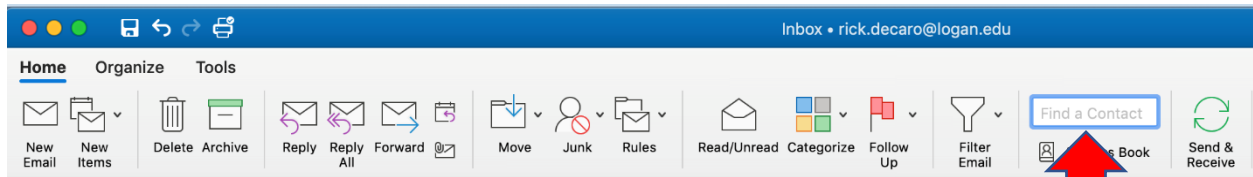


Fig. 2

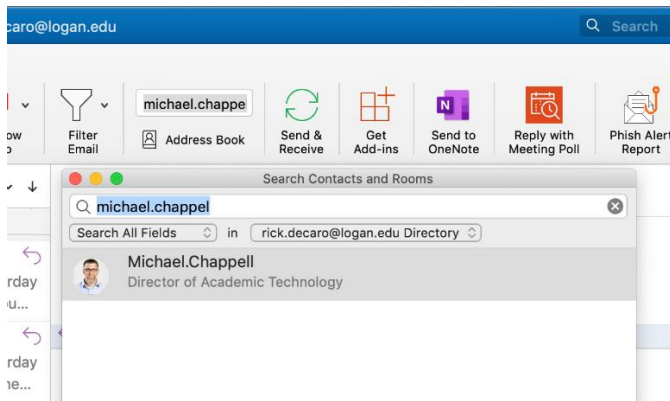
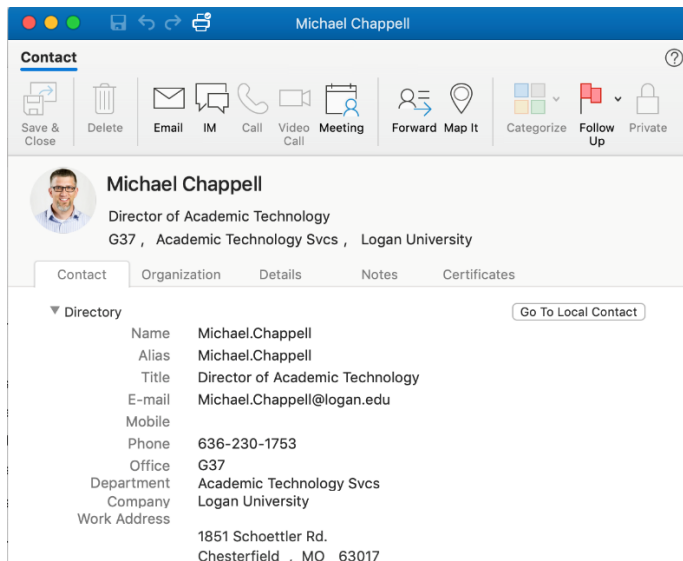


Fig. 3



# How to lookup Phone Numbers, Office Numbers, Email Addresses, etc. in Outlook on the Web

1. Connect to Outlook on the Web by going to <https://outlook.com/logan.edu>
2. Locate the “Search” box in the toolbar at the top of the page. (Fig. 1)
3. Click into the search box and begin typing the name of the person you are searching for. As you type, search results will begin to appear. (Fig. 2)
4. Click to select the person’s name (the one with their picture or initials). (Fig. 2)
5. Then, click View Profile. (Fig. 3)

Fig. 1

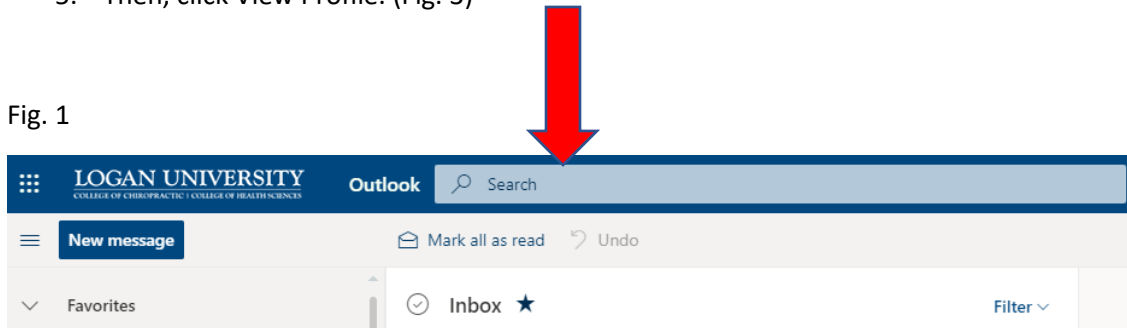


Fig. 2

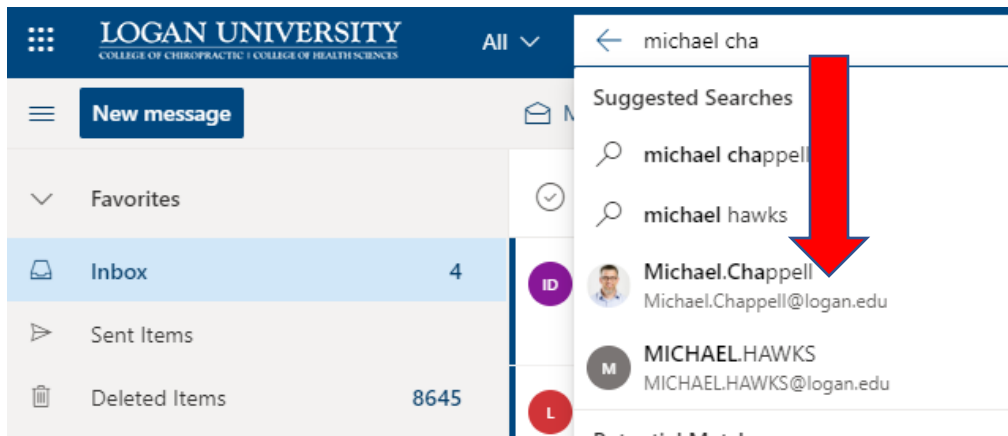
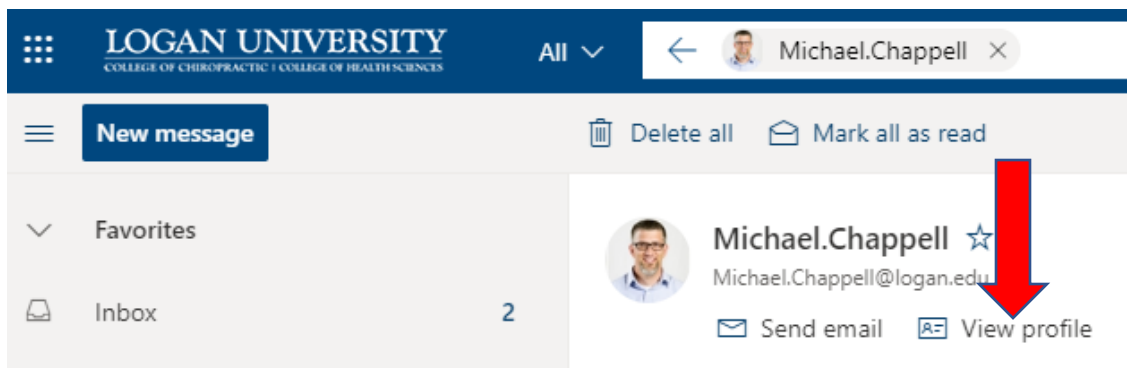


Fig. 3



# How to lookup Phone Numbers, Office Numbers, Email Addresses, etc. in the Outlook Mobile App

1. Open the Outlook App on your mobile device.
2. Tap the “Search” option at the bottom of the screen. (Fig. 1)
3. In the search bar, begin typing the name of the person you are searching for. As you type, search results will begin to appear. (Fig. 2)
4. Tap the person’s name under the Contacts section. (Fig. 2)
5. Tap the “Show More” option to view additional contact details. (Fig. 3)

Fig. 1

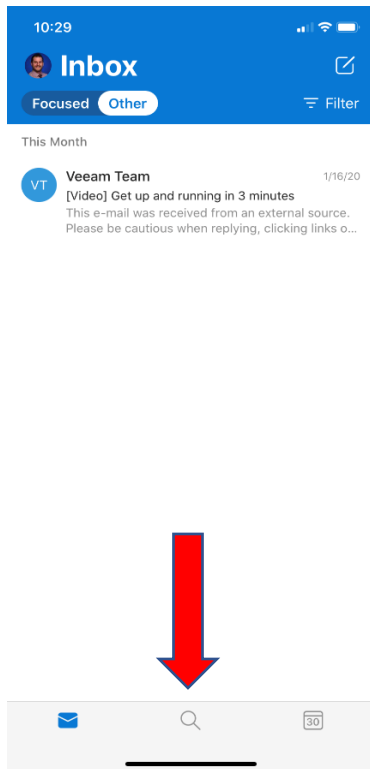


Fig. 2

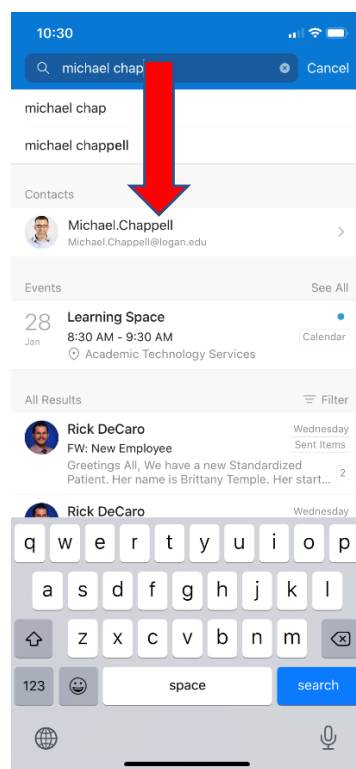


Fig. 3

