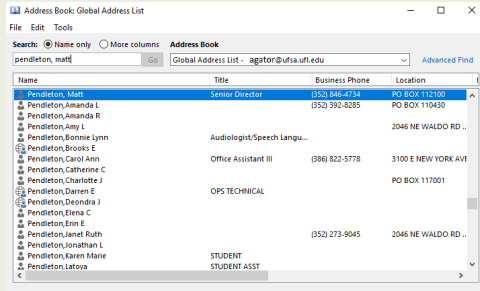


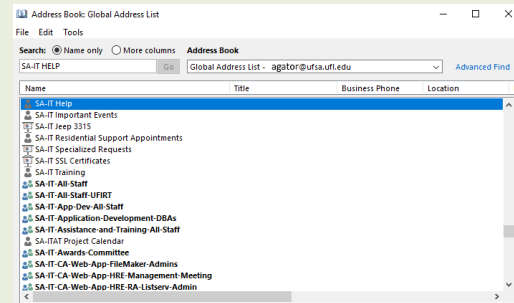
Searching in UF Address Book

UF Address Book is the equivalent to the Division's Global Address List. However, the format is a bit different, so how names are displayed varies. We have a new naming standard that should help searching for any Student Affairs student staff, shared mailboxes, shared calendars, and distribution lists.



Searching for shared mailboxes and calendars:

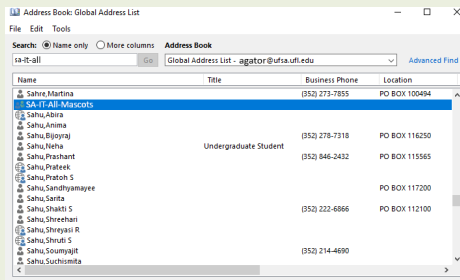
All Student Affairs shared mailboxes and calendars will have a set prefix of **SA-**. Following the prefix will be the original name of the mailbox or calendar. (**SA-IT Help**)



If you have problems finding any mailboxes or calendars please contact the Student Affairs IT Help Desk.

Searching for distribution lists:

All Student Affairs distribution lists will have a set prefix of **SA-**. Additionally there will be a **-** in place of the space that is normally in the name. (**SA-IT-All-Mascots**)



If you have problems finding any distribution lists please contact the Student Affairs IT Help Desk.

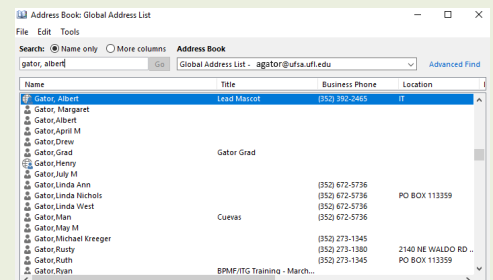
Searching for staff:

When searching for staff members you now have to search by the following:

last, first

In some cases you will need to remove the space between the last and first name:

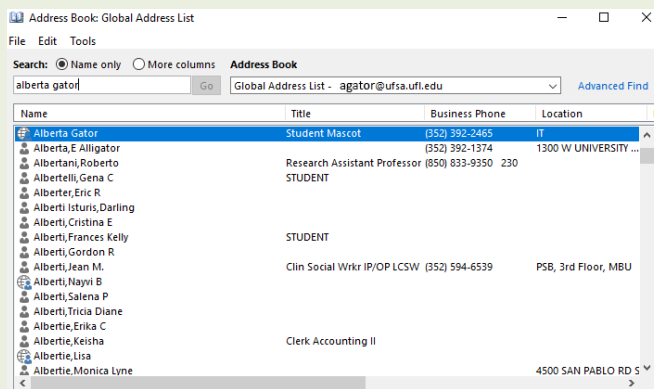
last,first



Searching for student staff:

To search for student staff's **Division of Student Affairs accounts**, search by:

First Last



Coming Soon:

We are working with UF IT to add a Global Address List named **"Student Affairs"**. This will be accessible by opening the Address Book within Outlook and select the drop down menu located under **"Address Book"** on the right side of the window.

