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 staff, shared mailboxes, shared calendars, and distribution lists.

Searching for distribution lists:
All Student Affairs distribution lists will have a set prefix of **SA-**. Additionally, there will be an 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 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 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**

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

Searching for student staff:
To search for student staff’s **Division of Student Affairs accounts**, search by:
**First Last**

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

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.

Questions? Call/Text (352)392-2465 or Email ithelp@uflsa.ufl.edu