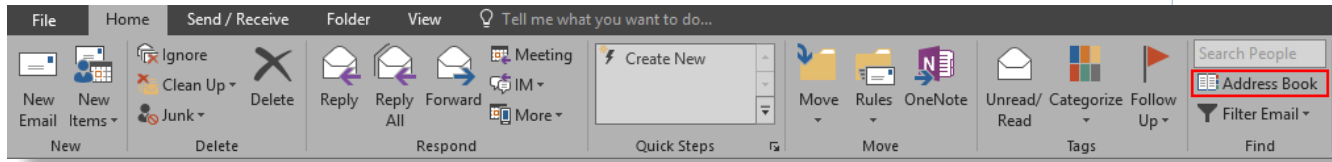


# STUDENT AFFAIRS ADDRESS LIST

The Division of Student Affairs now has a separate customized Address Book. This address book contains all support departments.

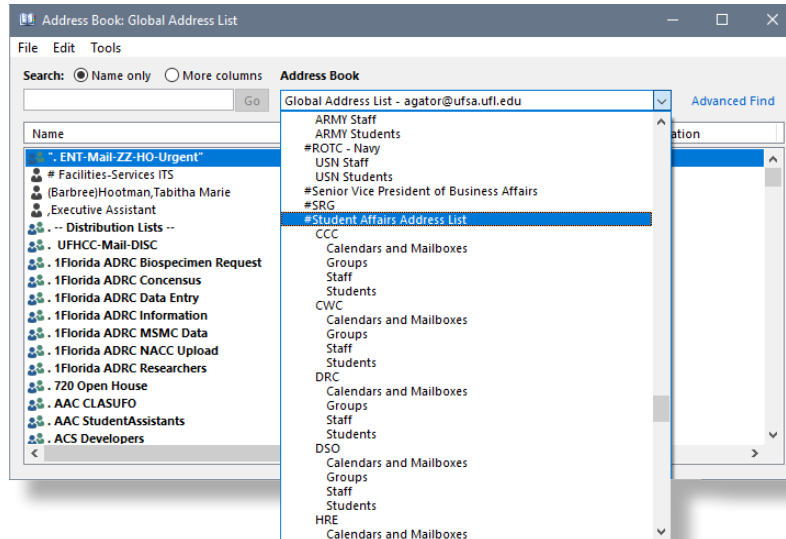
## STEP 1

Open the Address Book (located on Home tab, in the Find section.)



## STEP 2

On the right side of Address Book popup, click the down arrow. Scroll about 3/4 of the way down the list until you see: #Student Affairs Address List - [email@ufsa.ufl.edu](mailto:email@ufsa.ufl.edu).



## STEP 3

The Division Address Book is broken up by the following:

Department

Calendars and Mailboxes

Groups

Staff

Students

IT

Calendars and Mailboxes

Groups

Staff

Students

**Note** - To display entries you must click on the categories under the specified departments.

If you notice an missing or incorrect entry please take a screen shot and send to [ithelp@ufsa.ufl.edu](mailto:ithelp@ufsa.ufl.edu).

Make sure to describe what is incorrect or missing.

# TITLE HERE

**STEP 7**

**STEP 8**



**STEP 9**

**STEP 10**

**STEP 11**

**STEP 12**

