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.

**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 a missing or incorrect entry please take a screen shot and send to ithelp@ufsa.ufl.edu. Make sure to describe what is incorrect or missing.

Questions? Call/Text 352-392-2465 or email ithelp@ufsa.ufl.edu

**UF Information Technology**
Division of Student Affairs
UNIVERSITY OF FLORIDA