

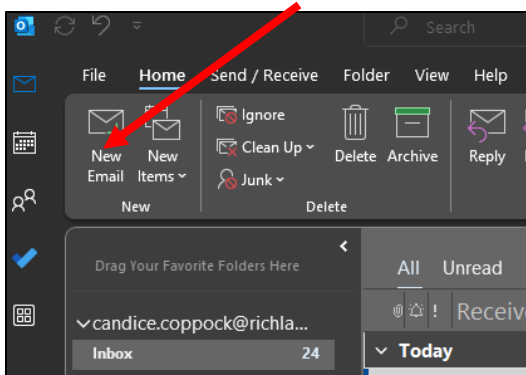


## How to Locate New Users Via Email

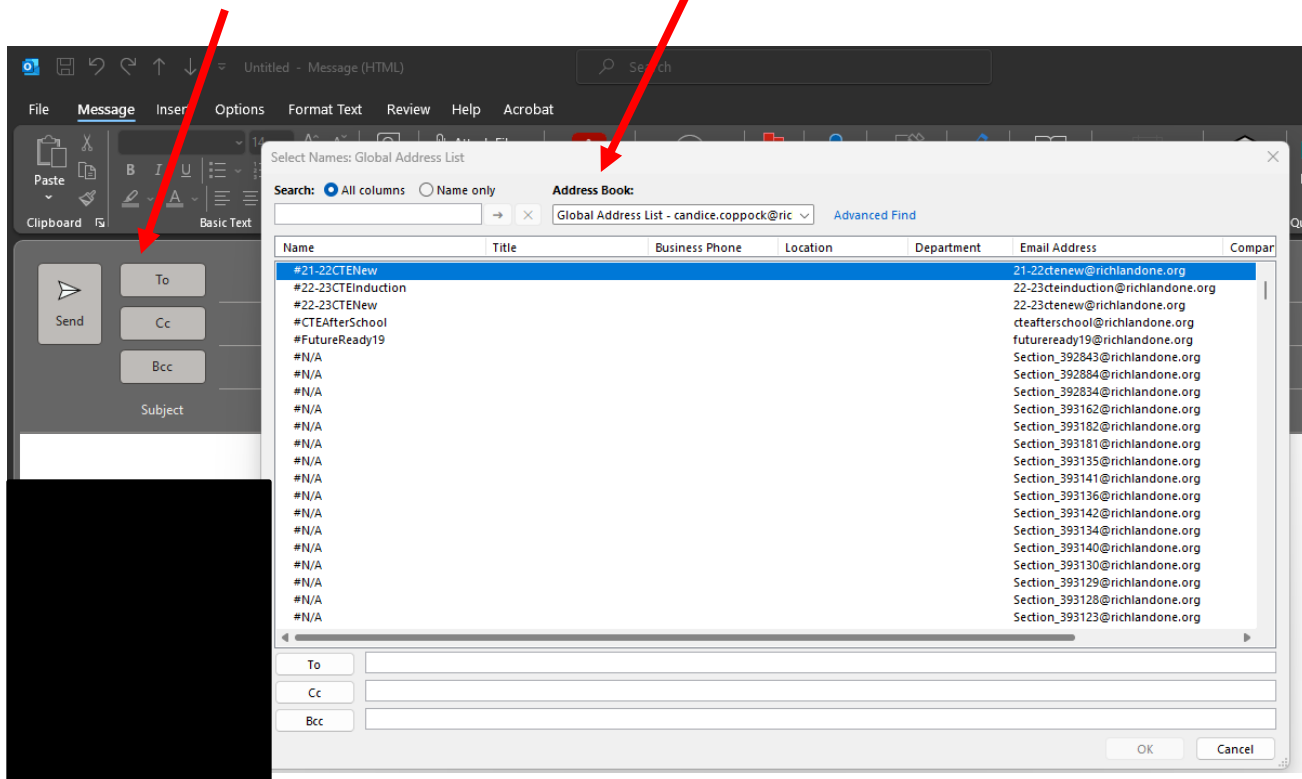
July 20, 2023

These directions were created using the desktop version of Microsoft 365 Outlook.

1. Create a New Email

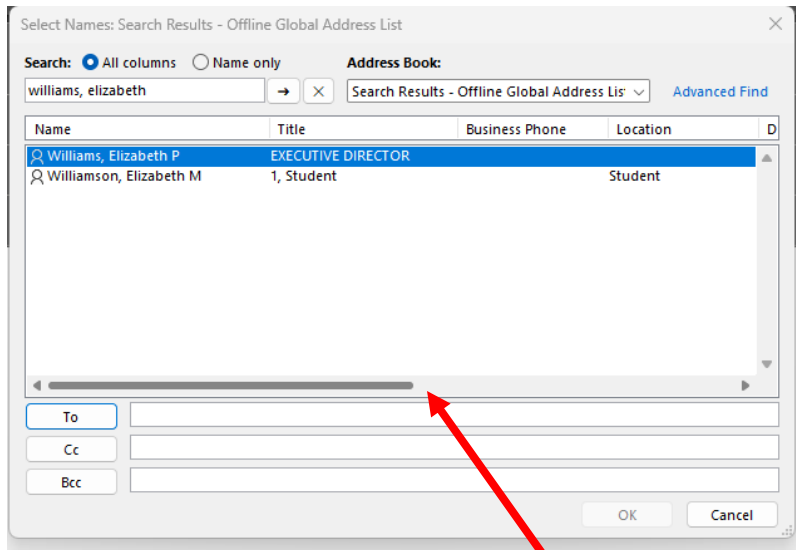


2. Click on the **To** button. Be sure that your **Address Book** is set to Global Address List.

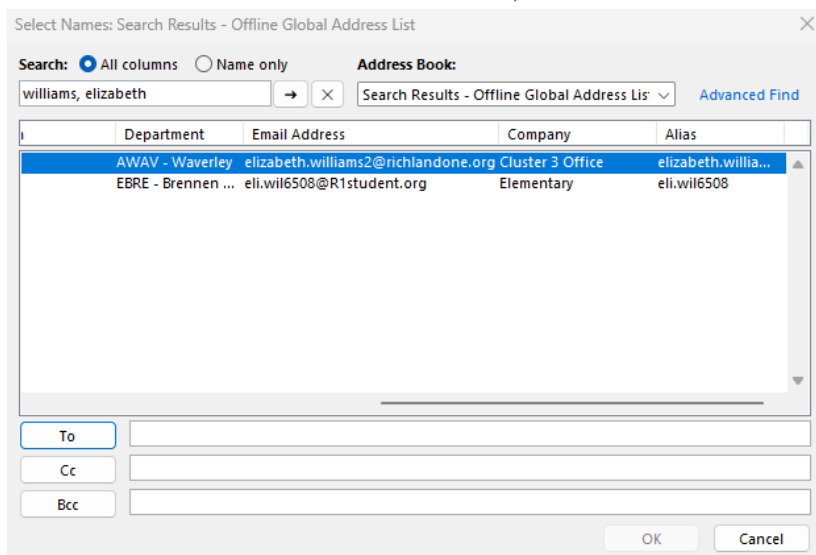




3. Enter the staff member's name and click on the arrow. The system will display those staff members with that name. If you see the new staff member's name listed, then their account has been created. No name listed means that they have not completed the provisioning process.



4. To obtain their username/email address, slide the bar at the bottom to the right.



5. You can provide the staff member with their username and email and have them either reach out to your school's Library Media Specialist as they have in the past been able to assist with the district's initial default password or the staff member can contact the Customer Care Center (Help Desk) at 80000 or 803-231-7436.