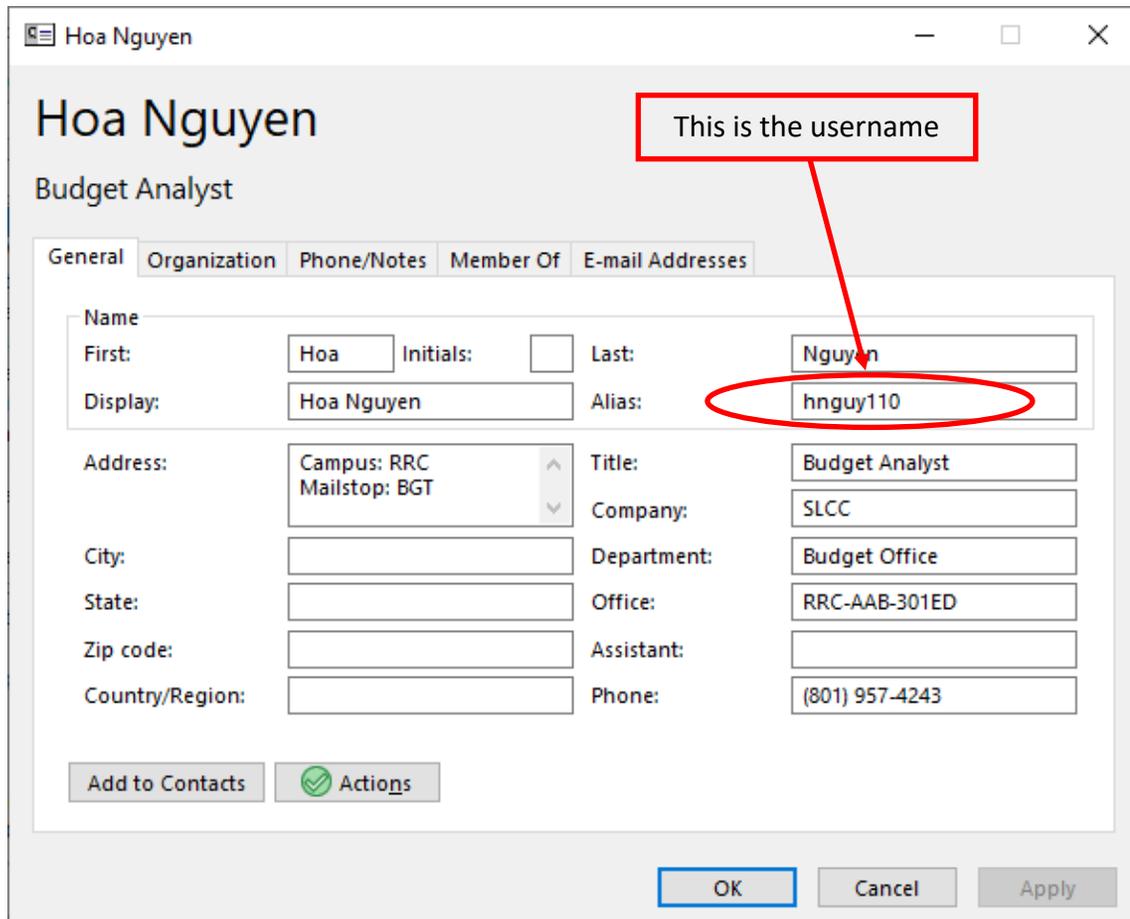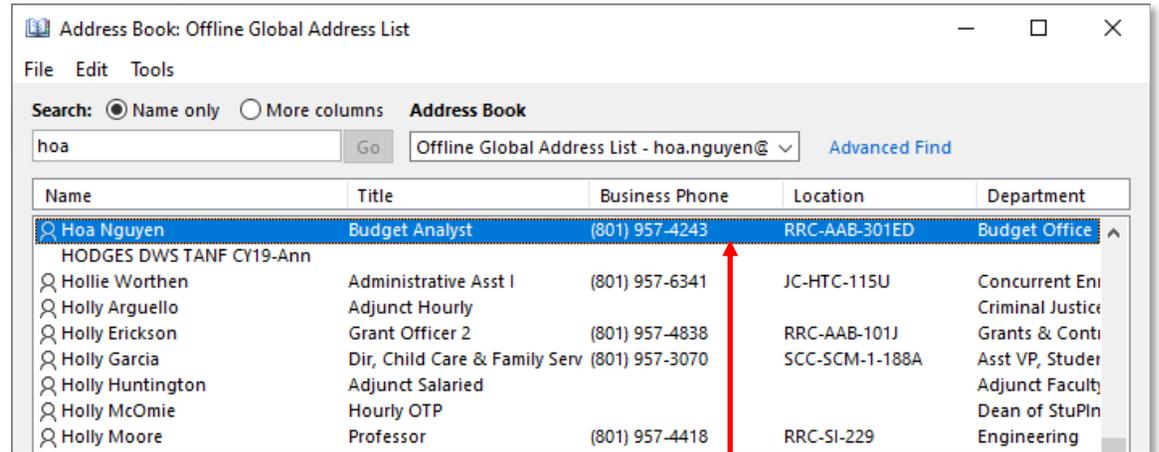# How to find an employee's username

1. Go to the Address Book in Outlook

2. Search for the employee, then double click on the name

3. A new window will pop up. The username is in the Alias box.

Address Book: Offline Global Address List

File   Edit   Tools

Search: ⦿ Name only   ○ More columns   **Address Book**

hoa   [Go]   Offline Global Address List - hoa.nguyen@ ⌄   Advanced Find

Name	Title	Business Phone	Location	Department
Hoa Nguyen	Budget Analyst	(801) 957-4243	RRC-AAB-301ED	Budget Office
HODGES DWS TANF CY19-Ann				
Hollie Worthen	Administrative Asst I	(801) 957-6341	JC-HTC-115U	Concurrent En
Holly Arguello	Adjunct Hourly			Criminal Justice
Holly Erickson	Grant Officer 2	(801) 957-4838	RRC-AAB-101J	Grants & Contr
Holly Garcia	Dir, Child Care & Family Serv	(801) 957-3070	SCC-SCM-1-188A	Asst VP, Studer
Holly Huntington	Adjunct Salaried			Adjunct Faculty
Holly McOmie	Hourly OTP			Dean of StuPln
Holly Moore	Professor	(801) 957-4418	RRC-SI-229	Engineering

Double click on the person's name

Hoa Nguyen

Hoa Nguyen

Budget Analyst

General   Organization   Phone/Notes   Member Of   E-mail Addresses

This is the username

Name

First: Hoa   Initials: [ ]   Last: Nguyen

Display: Hoa Nguyen   Alias: hnguy110

Address: Campus: RRC   Mailstop: BGT

Title: Budget Analyst

Company: SLCC

City: [ ]

Department: Budget Office

State: [ ]

Office: RRC-AAB-301ED

Zip code: [ ]

Assistant: [ ]

Country/Region: [ ]

Phone: (801) 957-4243

Add to Contacts   ✓ Actions

OK   Cancel   Apply