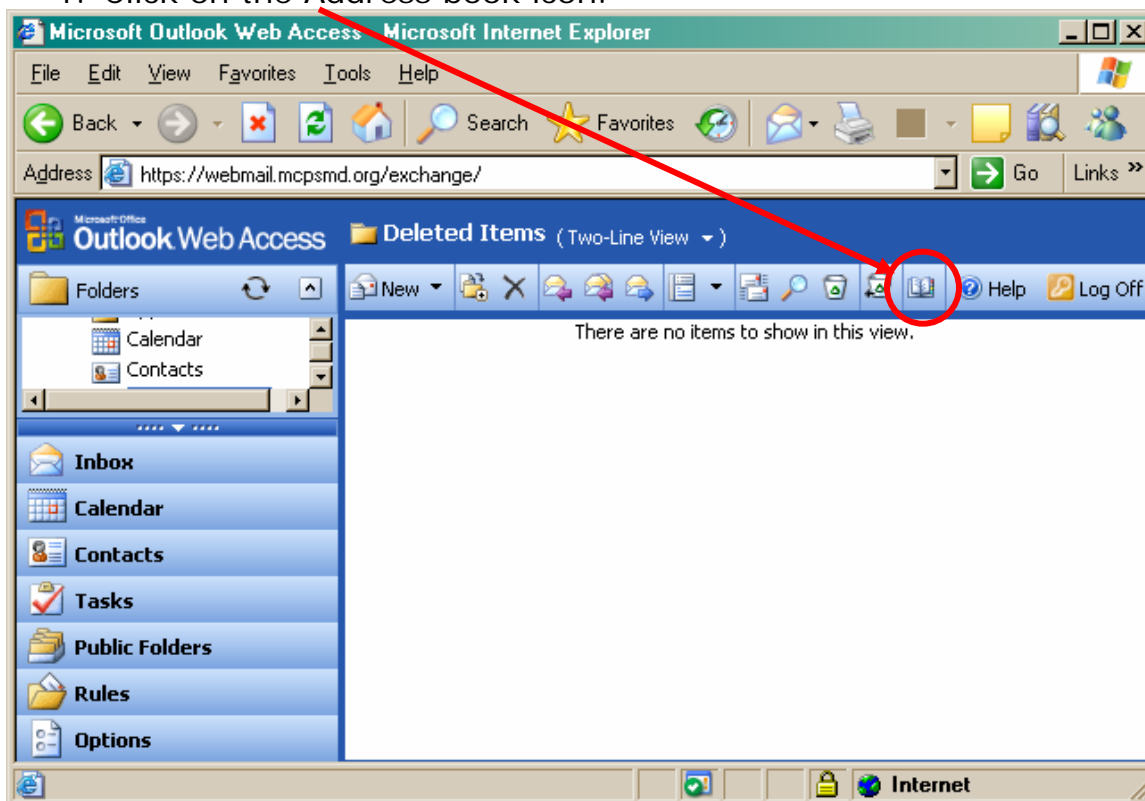


Finding your e-mail address: Outlook desktop

1. Click on Tools
2. Click on Address Book
3. Make sure the "Show Names from the" box reads Global Address List
4. Find your entry in the address book. The easiest way is to begin entering your last name in the "Type Name or Select from list" box.
5. When you have found your name, right click on your name and select Add to Contacts.
6. Your e-mail address is in the first box on the right side of the Contact form, and should be in the format of First_M_Last@mcpsmd.org

Finding your e-mail address: Outlook Web Access

1. Click on the Address book icon.



2. Make sure the "Find Names in" field reads Global Address List
3. Find your entry in the address book. (Enter the your Last name in the "Last Name" box, and your First name in the First Name box and then click Find)
4. When you have found your name, double left click on your name.
5. Press the Add to Contacts button on the form that pops up. (You may be required to log back into Outlook)
6. View the contact you just added. Your e-mail address is on the right side of the Contact form about two thirds of the way down, and should be in the format of First_M_Last@mcpsmd.org