How to Search for an User using the Global Address

1. From the Home Screen, tap **Contacts**.

2. Tap on **Groups**.

3. Tap on **Exchange ActiveSync Global Address List**.
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4. On the search tab type the last name of the user and tap search on the bottom

5. Tap on the user name from the list or press hard on the user name to see a pop up with the information

6. Both ways are correct and it will show you the same information, it’s just a matter of preference for the user, on both scenarios you have the options to Call, Message, and E-mail