

# SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

## MS OUTLOOK 2013 VERIFY EMAIL ADDRESS

### Purpose

This handout describes how to verify that the person you are addressing is the correct address in MS Outlook 2013.

Staff Example:

Dayton Handrick (Staff - HS Principal)

Teacher Example:

Randy Felt (Teacher - HS Social Studies)

### How do I Verify the Address?

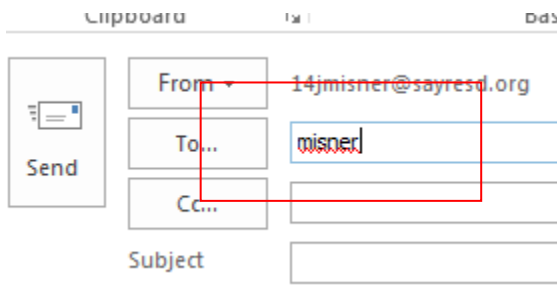
Start up MS Outlook on your PC.

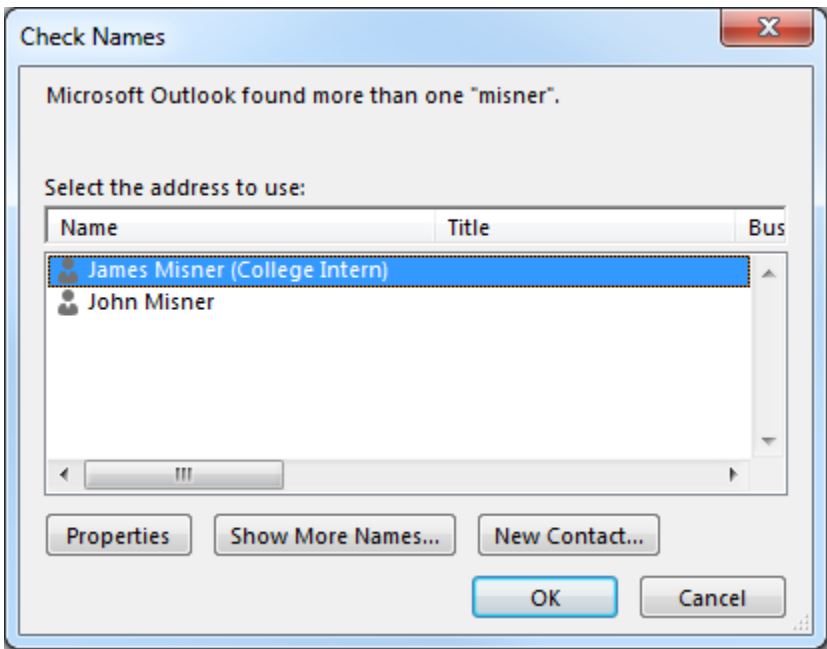
Compose your desired email

Now enter part of the desired person's name – see the following example:

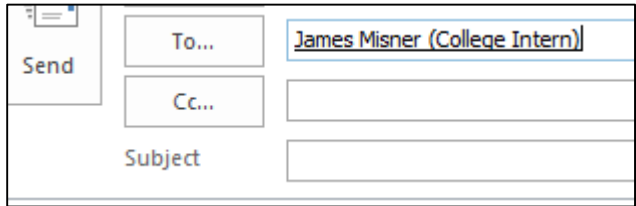


Then click on the Check Names button (see the following example)



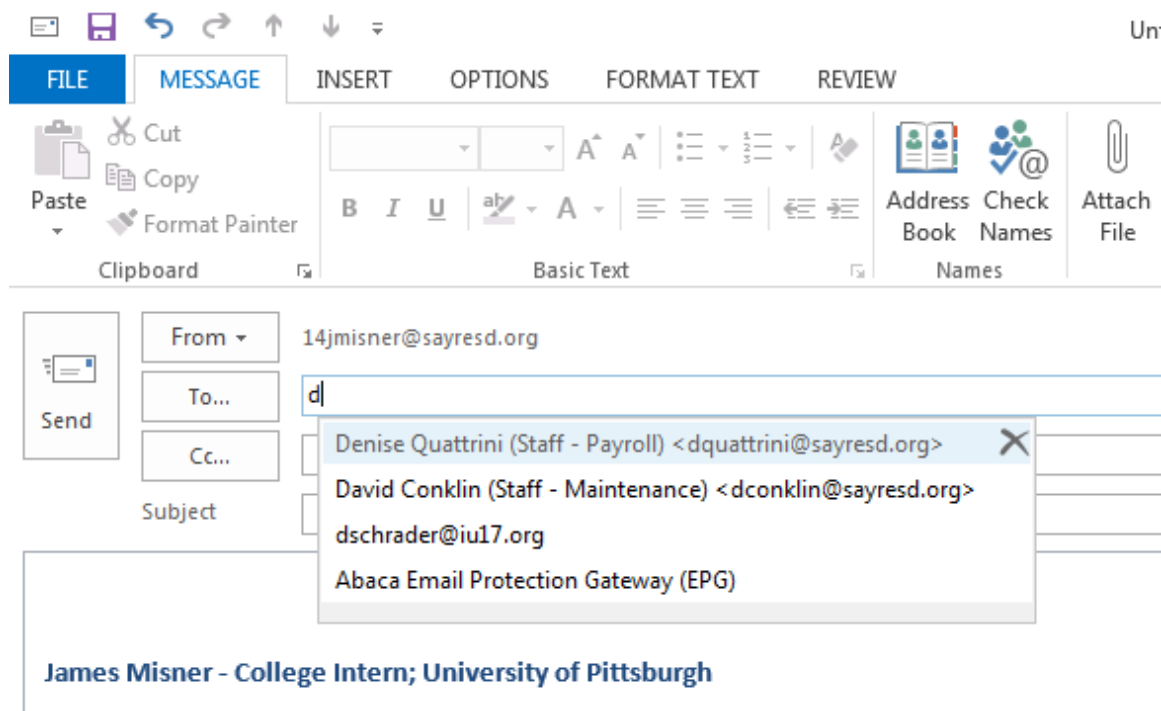


Now just click on the appropriate address and click the OK button – in this example the desired person is Amy Brown (Teacher – HS Math)



## Type-ahead Feature

MS Outlook has a feature that allows the email address to automatically display near matches – see the following example:

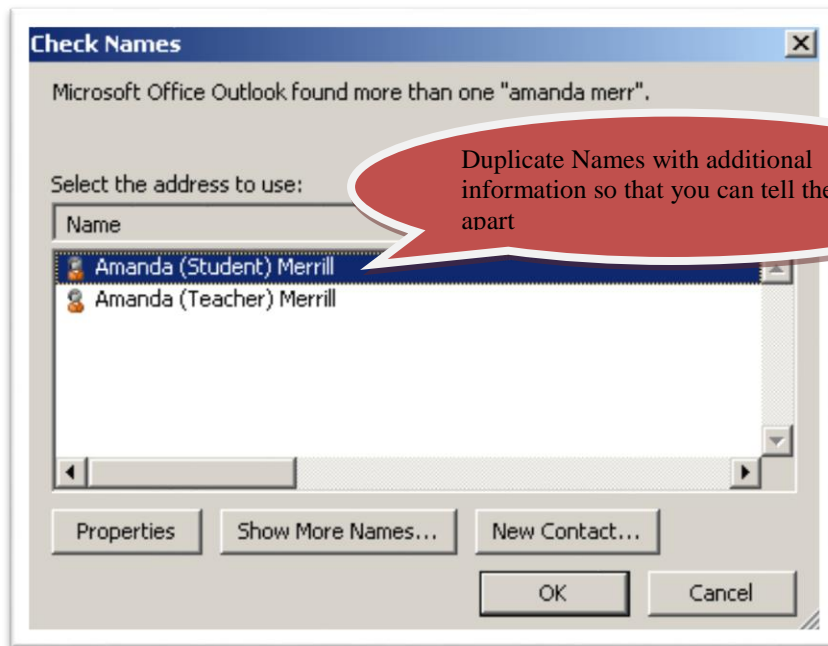


Just select the desired person that you wish to send the message to

Please note that this is not permanently saved to your MS Outlook – when a system upgrade occurs, you have to send an email to someone first before it remembers the email address again.

## What about Duplicates?

This procedure should be done when you have more than 1 person with the same name. Please see the following example:



If you see any names in the address book that are duplicates – please contact the Technology Department so that we can rename the accounts so that you can tell the difference between the two names (see example above).