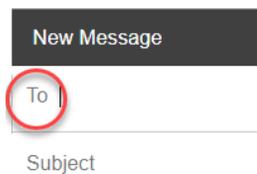


Tip of the Week

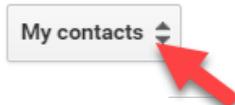
Did you know you can search for contacts by school or department?

If you are not sure how to spell the person's name but know where they work, you can type in the school or department name and you'll get a list of employees.

1. Click the **COMPOSE** button
2. In the New Message window, click on the word **TO** (not to the right of it)



3. Click the arrows on the **My contacts** button and select **All Contacts**



4. Type the school/department name (ex., *Palo Verde* or *Transportation*)
5. Once you find the correct employee, click to select, then click the **Select** button.

Note: *Google Contacts may not display every person in the results. If you have difficulty finding the correct person, try changing your search criteria. For example, you know the person's name is William and that they work in Transportation. Try typing "Will Transportation" to narrow your search.*