How to find phone numbers	Brought to you by **Lisa Schwaiger** - DOPM HelpDesk Triage and Computer Tech in MT-403

QUESTION:

What's an easy way to find someone's phone number?

ANSWER:

- Best and easiest:
  You can check the "Global Address List" at HSIS
    - There are multiple ways to do this; one way is to click on the [To…] button at the top of an email message, and do "Advanced Find"
    - Option: Right click on the person's name (when you find it), then click [Properties] to find even more info

- Other options:
    - If they're a UAB person (any part of UAB, including DOPM), you can check the UAB Directory at https://www.uab.edu/directory/
    - DOPM has a nice condensed listing of most everyone in DOPM. You can get to that at either:
        - Directly at http://internal.dopm.uab.edu/dopm-admindb/EmployeePhoneList.aspx
        - From the Internal/SharePoint DOPM website at https://library.dopm.uab.edu/sites/Internal/_layouts/15/start.aspx#/SitePages/DOPM-phone-directory.aspx
        - From the External DOPM website at https://www.uab.edu/medicine/dopm/help/especially-handy-links-for-contact-info

See more info here: https://www.uab.edu/medicine/dopm/help/especially-handy-links-for-contact-info

NOTE: If you find any information to be incorrect in any of these, please email me (lschwaiger@uabmc.edu) and I can facilitate with correcting that.

Was this helpful?   Do you have suggestions for a future Tip of the Week?   Do you have any other comments? Let us know at dopmHelp@uabmc.edu
To see an archive of past Tips of the Week: http://www.uab.edu/medicine/dopm/help/totw