

From: dopmannouncement <dopmannouncement@uabmc.edu>
Sent: Thursday, December 12, 2019 11:40 AM
To: DOPM All Users <DOPMAllUsers@uabmc.edu>
Subject: Computer Tip of the Week -- How to find phone numbers

How to find phone numbers

This is an **encore** Tip of the Week.
Re-sending it because it's potentially so useful to so many.

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-admin/db/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-handly-links-for-contact-info>

See more info here: <https://www.uab.edu/medicine/dopm/help/especially-handly-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>