



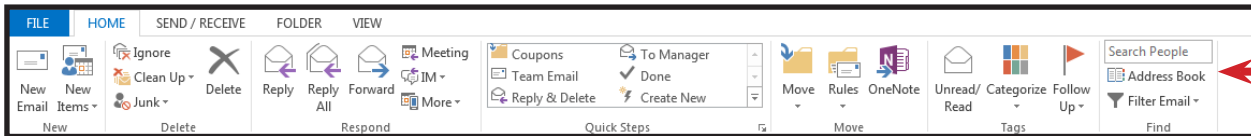
MISSISSIPPI STATE UNIVERSITY™

INFORMATION TECHNOLOGY SERVICES

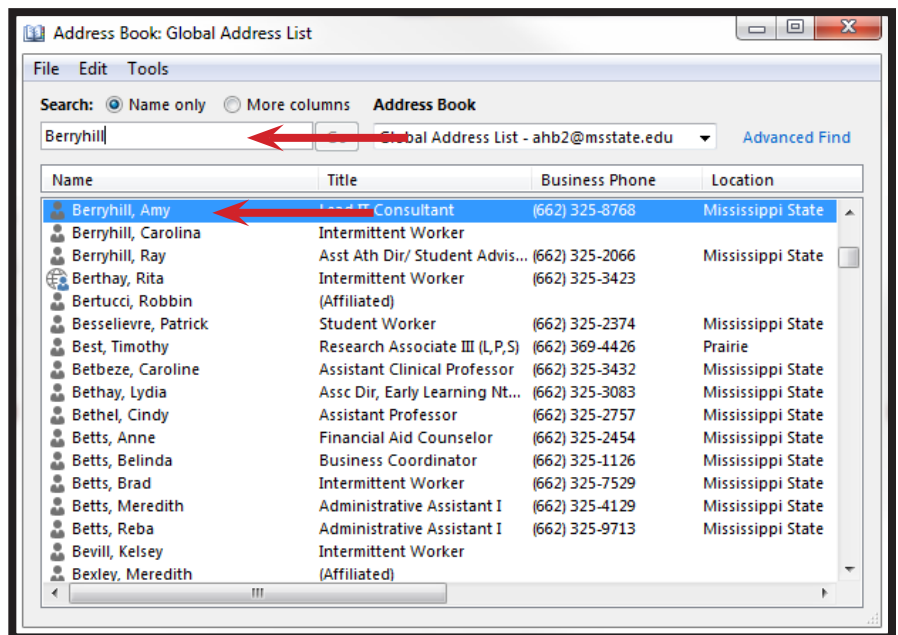
Determining Your Email Addresses

Many users may have old or unused email addresses associated with their Exchange account. You can see all email addresses associated with your account inside the Outlook client by first searching for your name in the master address book known as the GAL (Global Address List) and then selecting it as shown below:

1. In the **Home** ribbon, click the **Address Book** icon in the **Find Group**.

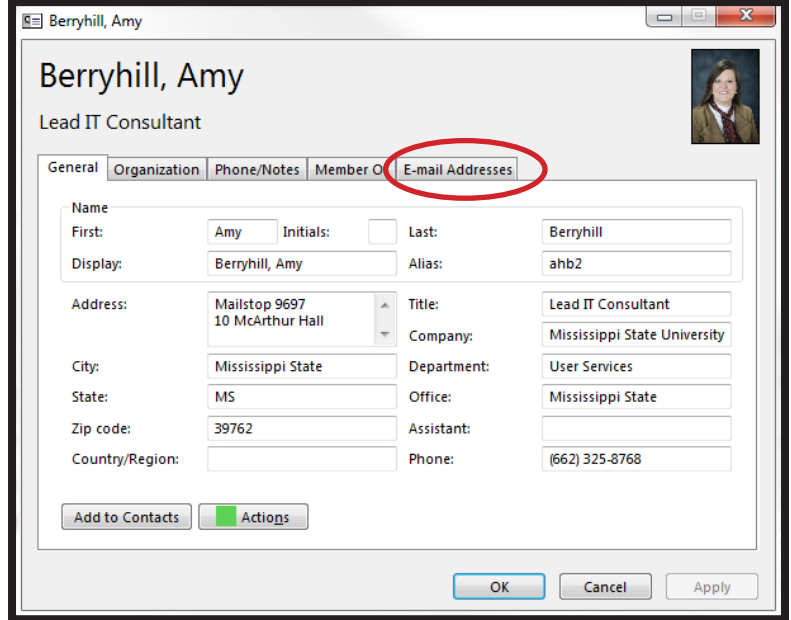


2. In the **Global Address List** window, enter your name. In the results, double-click **your name**.



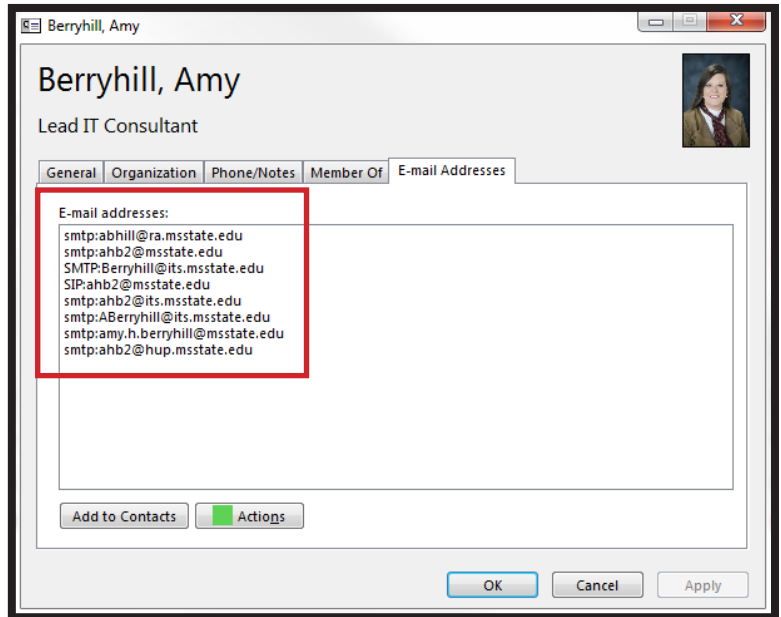


3. Your **Contact Information** appears in a window. Select the **E-mail Addresses** tab.



4. A list of all your email addresses appear.

NOTE: The capitalized SMTP next to one of your email addresses indicates your “sent from” email address.



To remove an email address(es) that you no longer need and/or use, contact the Help Desk. Request the email address(es) removal by calling (662-325-0631/888-398-6394), creating a ticket from the main ITS web page (its.msstate.edu), sending an email (helpdesk@msstate.edu), or visiting 108 Allen Hall.