

How to Use Phone Directory

This tutorial will show you how to locate people you would like to call in the Phone Directory.

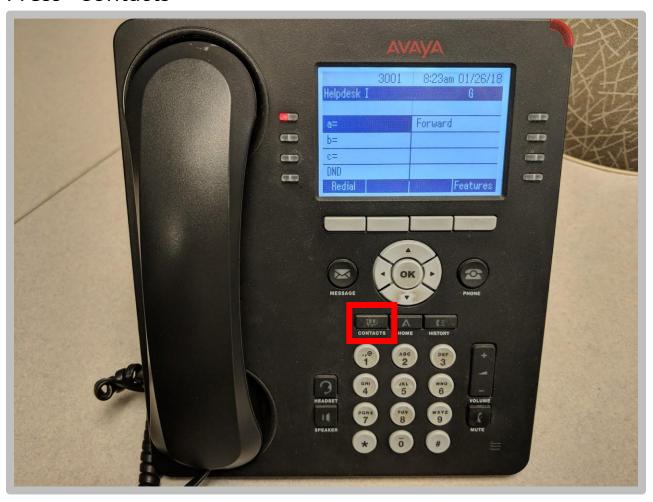
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Press "Contacts"	2
Choose the name of the person you would like to call by using the arrow keyskeys	3
Entering the first few characters of their last name, using the number pad, to search for their contact	
Press "Call" on their name	4
Alternatively, hit details to view their extension.	

If you need any assistance please contact the IT Helpdesk in one of the following ways.

Browse to www.helpdesk.thomasmore.edu, call 859-344-3646, email helpdeskticket@thomasmore.edu, or stop by the Computer Center on the lower level of the administration building.

Press "Contacts"



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