

## Directory Search Tips:

The More option will let you select between a user or a mail list.

Real name = user

Mail = mail lists

It is recommended to use the contains option and then in the next window type in the users last name. See example below:

Below is an example of a **mail list** search:

### wwcc.edu: Directory

More	RealName ▼	Contains ▼	ackerman
Search	up to 50 ▼		2
RealName	mail		
Diane Ackerman	<a href="mailto:diane.ackerman@wwcc.edu">diane.ackerman@wwcc.edu</a>		
Rhonda Ackerman	<a href="mailto:rhonda.ackerman@wwcc.edu">rhonda.ackerman@wwcc.edu</a>		

### wwcc.edu: Directory

More	mail ▼	Contains ▼	tech
Search	up to 50 ▼		3
RealName	mail		
WWCC Professional Tech Faculty	<a href="mailto:proftech.fac@wwcc.edu">proftech.fac@wwcc.edu</a>		
WWCC Tech Services	<a href="mailto:tech.services@wwcc.edu">tech.services@wwcc.edu</a>		
WWCC Title5.technology	<a href="mailto:title5.technology@wwcc.edu">title5.technology@wwcc.edu</a>		

To send an email to a person or mail list that you have found, all you will need to do is double click on the email address.