## Identify People based on Emory NetID

If you come across an **Emory NetID** with which you are not familiar, you can use **Outlook to search for the person** associated with the NetID.

## 1. Locate an Emory NetID

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- 2. Open a new Outlook Email Message
- 3. Click the **Book Icon** at the far right of the **To: Field** to search



4. Enter the NetID in the Search Field



5. If the NetID is valid, a person's name will appear