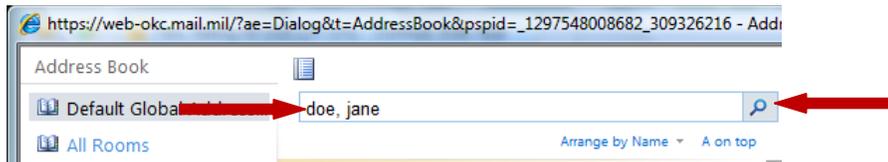


How to Find an Object within the GAL and View its Properties

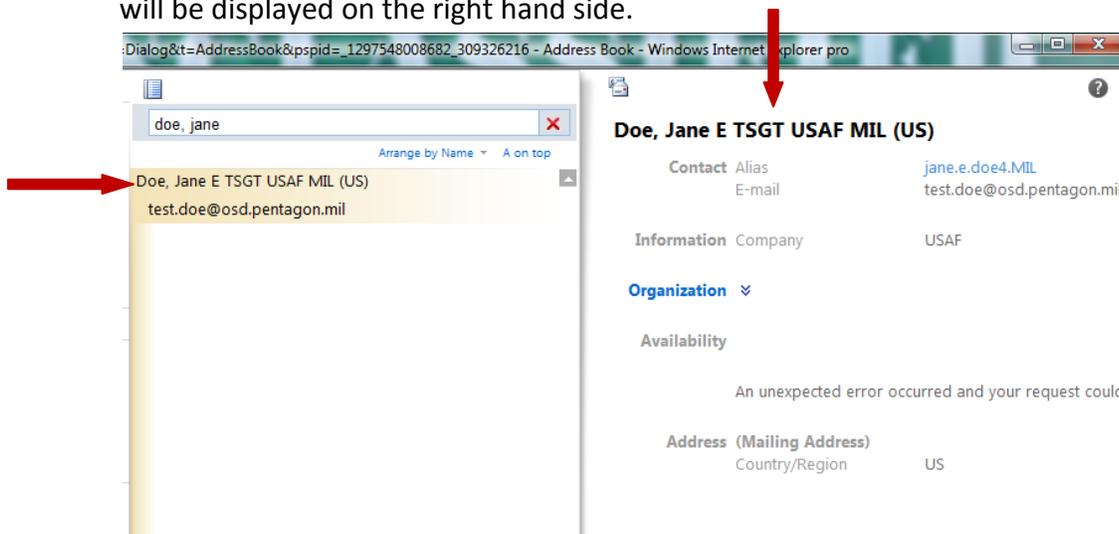
1. Log into "OWA"
2. Click on the "Address Book" icon (located at the top right hand corner)



3. Type in the "name" and then click on the "Search" icon



4. Click on the individual name that you are looking for and their properties will be displayed on the right hand side.



5. When done just click on the red "X"

