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Priest List (Outlook) – How to Access the DB

1. Purpose

The purpose of this document is to document the steps for accessing the Priest List (within Outlook's Public Folders) that is maintained by personnel in the Archbishop's Office

2. Scope

These procedures pertain to all AOA users at the Chancery

3. Prerequisites

User must have Windows Outlook.

4. Responsibilities

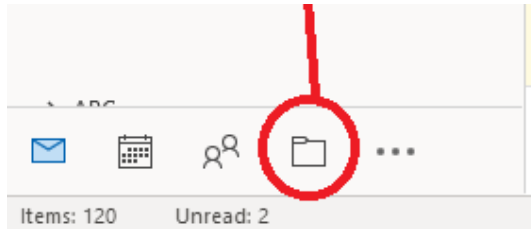
It will be the responsibility of AoA's Department of Information Technology to keep these directions updated. Should these procedures require an update, a modification, a correction, etc. – the IT department should be notified by way of the helpdesk ticketing system found at: <http://help.archatl.com/>

5. Procedure

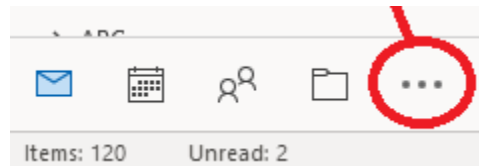
(Procedures start on the following page)

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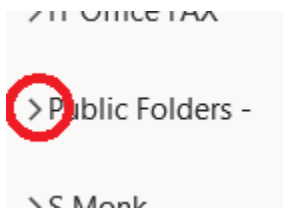
1. Click on the Public Folders icon near the bottom left corner of your Outlook window



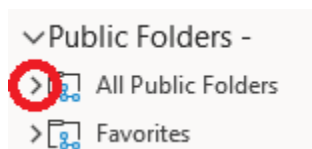
NOTE: If the folder icon is not presently displayed – click on the ellipsis icon to display more options



2. Scroll down until you see the “Public Folders” option and click on the arrow next to the listing



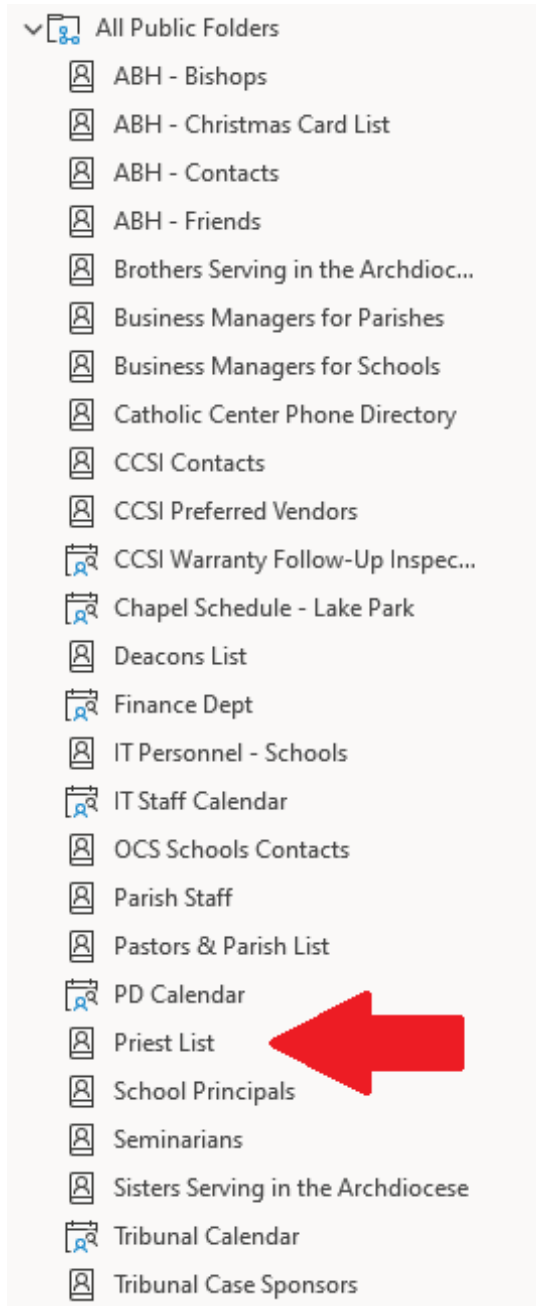
... to display the choices and then click on the arrow next to the “All Public Folders” option ...



... to then display all of the items within the folder.

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3. Click on the “Priest List” option to view the data



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6. References

A library of procedures such as this may be found at AOA IT Dept.'s Knowledgebase page at: <https://archatl.zendesk.com/hc/en-us/sections/360006554592-Knowledgebase>

7. Definitions

None.