**How do I access the global directory in Gmail?**

**Tell Me**

There are two ways you can access the global directory in Google:

1. **In Google Contacts:**
   1. Log into your University Google Mail
   2. Click the grid icon in the top right, next to your name
   3. Select **Contacts** (you may have to click More at the bottom to expand list)
   4. On the left side, click **Directory**

2. **In the To field of an email:**
   1. Log into your University Google Mail
   2. Click **COMPOSE** to create a new email
   3. Click on the To label for the To address field
   4. Go to the drop-down list on the left labeled **My contacts** and select **Directory**

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**Related FAQs**

- How can I send a mass email to faculty, staff or students?
- How do I request a generic email account?
- What types of Generic Accounts are available for Gmail at UNC Charlotte?
- How do I make sure mass email messages from 3rd party vendors will not be blocked or flagged as SPAM?
- Where did my Contacts go in the new Gmail interface?