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:
   a. Log into your University Google Mail
   b. Click the grid icon in the top right, next to your name
   c. Select Contacts (you may have to click More at the bottom to expand list)
   d. On the left side, click Directory
2. In the To field of an email:
   a. Log into your University Google Mail
   b. Click COMPOSE to create a new email
   c. Click on the To label for the To address field
   d. Go to the drop-down list on the left labeled My contacts and select Directory

Related FAQs

- How does a supervisor request temporary access to an employee's Gmail account?
- How do I set up "Send mail as" permissions for an account I am a delegate for?
- How can I get removed from the ResearchStudyAnnouncement(2)-group emails?
- What is a filter and how do I create one in Gmail?
- How do I make sure mass email messages from 3rd party vendors will not be blocked or flagged as SPAM?