

ePhonebook Quick Reference Guide

A. When On Campus and Logged into Novell – Adobe Acrobat version

To access the ePhonebook searchable .pdf

1. Double-Click the 'PhoneBook' icon on your desktop
2. The .pdf will open in Adobe Acrobat



Note: The automatic shortcut will always point to the most recent version of the ePhonebook, and will be updated automatically when a new version is uploaded.

To create a shortcut on your desktop if not automatically created

1. Open My Computer or Windows Explorer

2. Double-Click VOL1 (\\COMPSERV1) (S:)

3. Double-Click the "dist" folder

4. Double-Click the "phonebook" folder

5. Right-Click "PhoneBook"

6. Click "Send to"

7. Click "Desktop (create shortcut)"

Note: This will link to the most current version, however, when a new version is posted you will have to delete the shortcut and create it again.

To search for a person

1. Press CTRL-F

OR Click Edit – Find

2. A Search bar will appear at the top right corner

- a) Enter a person's last name

- b) Press 'Enter'

- c) Click the forward arrow (next to the search box) until you reach the correct person

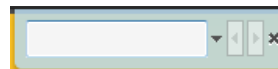
OR

- a) Enter a department name

- b) Press 'Enter'

- c) Scroll down to find the person you are looking for

3. Press CTRL-Home to return to the top and start a new search



B. When Off Campus OR When Not Logged into Novell – browser version

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B. When Off Campus OR When Not Logged into Novell – browser version

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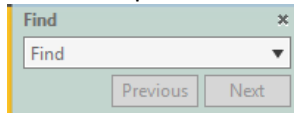
1. Go to www.uregina.ca
2. Click “Find A Person” at the top centre
3. Click the “ePhonebook” link at the bottom of the page
4. Enter your usual uregina Username and Password when prompted
5. ePhonebook will open in your browser window

To create a shortcut on your desktop

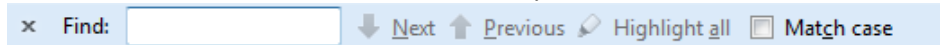
1. Go to www.uregina.ca
2. Click “Find A Person” at the top centre
3. Right-Click the “ePhonebook” link at the bottom of the page
4. Click “Save Link As...”
5. Click “Desktop”
6. Click Save

To search for a person

1. Press CTRL-F
OR Click Edit - Find
2. The “Find:” search window will open
 - a) Internet Explorer: Search box will be at the top right corner



- b) Firefox: Search box will be at the bottom of your browser window



3. Click in the Search box
 - a) Enter a person’s last name
 - b) Press ‘Enter’
 - c) Click “Next” until you reach the correct person**OR**
 - a) Enter a department name
 - b) Press ‘Enter’
 - c) Scroll down to find the person you are looking for
4. Click the “x” next to the word “Find:” when done searching

C. Find a Person anytime, anywhere you have internet access - online

To use the “Find a Person” online directory

1. Go to www.uregina.ca
2. Click “Find A Person” at the top centre
3. Enter search criteria in the search box
4. Click “Find”

Find a Person

Enter the name of the person you wish to find below in our searchable faculty/staff telephone directory. Results will appear in a new window.

Search Faculty/Staff Telephone Directory