

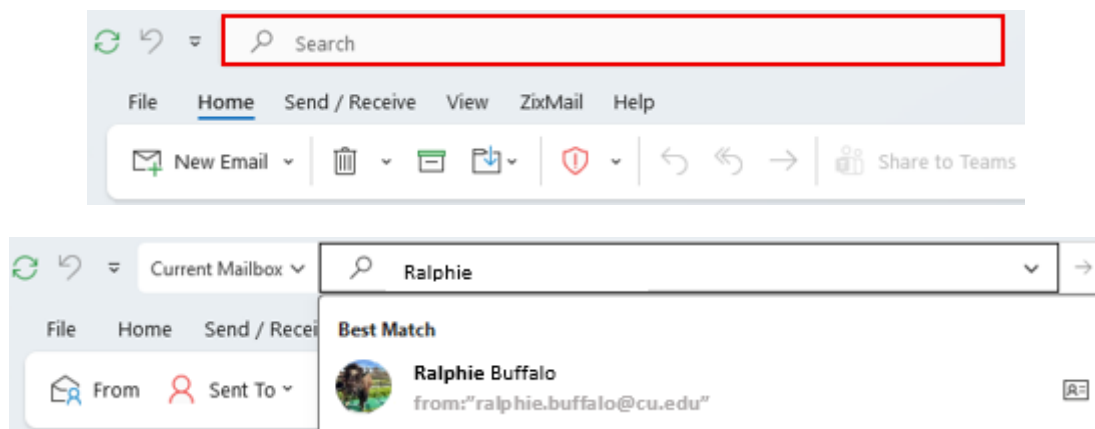
Find colleagues easily in Outlook and Teams ^[1]

November 25, 2025 by [ES](#) and [UIS Communications](#) ^[2]

Looking for a colleague's email address, title, department or work hours? Microsoft 365 apps like Outlook and Teams make it simple to find and connect with anyone across System Administration, no separate directory required.

In Outlook

1. In Outlook, click into your **Inbox** and type a name or email address in the top search bar.



2. **Double-click** the person's name or the contact icon to open their contact card, which shows their title, department, location, work hours and more.





Ralphie Buffalo

Runner

Start audio call Start chat Send email ...

Overview

Contact

Organization

Memberships

LinkedIn

Contact information

Status
Busy - Free at 11:15 AM

Email
ralphie.buffalo@cu.edu

Email
ralphie.buffalo@cu.edu

Chat
ralphie.buffalo@cu.edu

Work phone

Office location
51000 : Employee Services

Job title
Runner

3. From the contact card, you can send an email, start a Teams chat or audio call, or schedule a meeting directly.

In Teams

1. In Teams, type a name in the top search box to find a coworker.
2. Hover over their name and click the **contact card** icon to view their profile and start a call, chat or video meeting.

alphie

Messages

Files

Group Chats

Meetings

Teams and Chan

Ralphie Buffalo

(BUFFALOR) RUNNER



TIP: If you're unsure of someone's full name, try typing part of it. Outlook and Teams will suggest likely matches from across CU System.

Outlook email [3], Teams [4]

Display Title:

Find colleagues easily in Outlook and Teams

Send email when Published:

No

Source URL:<https://www.cu.edu/blog/tech-tips/find-colleagues-easily-outlook-and-teams>

Links

[1] <https://www.cu.edu/blog/tech-tips/find-colleagues-easily-outlook-and-teams>

[2] <https://www.cu.edu/blog/tech-tips/author/166688> [3] <https://www.cu.edu/blog/tech-tips/tag/outlook-email>

[4] <https://www.cu.edu/blog/tech-tips/tag/teams>