



# Memorandum

**To:** All GroupWise Users  
**From:** Help Desk  
**Date:** February 2, 2022  
**Re:** Username and Email Changes

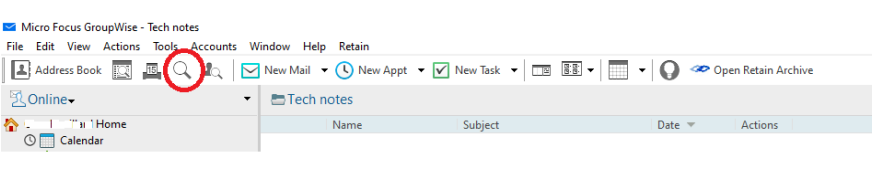
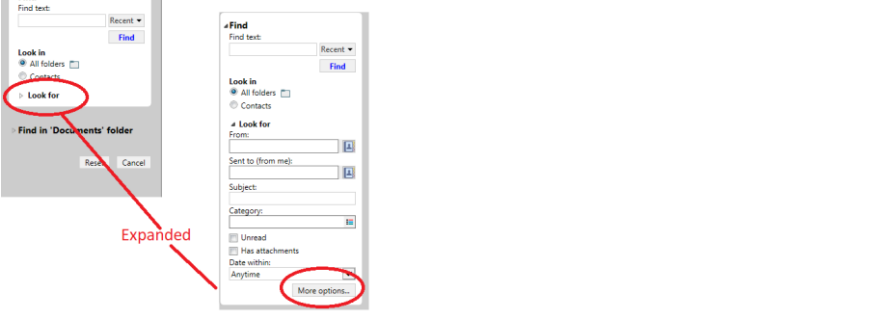
With the recent changes to staff names in the GroupWise address book we thought a refresher on how to search for emails for people with recent name changes.

Example of name change: Krysta **Logozzo Daniele** is now Krysta **LogozzoDaniele**

Instructions below will help you search emails using a **detailed Find** feature within GroupWise.

For future use the instructions can also be found in our Knowledge Centre within the Help Desk - Self Service, click the icon on your desktop and login with your network credentials, search for this number **13579**.

Please let the Help Desk know if you require any assistance. You can reach us at [help@tbh.net](mailto:help@tbh.net) or 684-6411.

<p>Click on the Find <b>Magnify Glass</b> icon in the Tool Bar.</p>	
<p>The <b>Find</b> box will open, you may need to select the <b>Look for</b> link to expand the Find box, and then click <b>More options</b>.</p>	

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Thunder Bay Regional Health Sciences Centre is a leader in Patient and Family Centred Care and a research and teaching hospital proudly affiliated with **Lakehead University**, the **Northern Ontario School of Medicine and Confederation College**.  
Le Centre régional des sciences de la santé de Thunder Bay, un hôpital d'enseignement et de recherche, est reconnu comme un leader dans la prestation de soins et de services aux patients et aux familles et est fier de son affiliation à l'université **Lakehead**, à l'École de médecine du Nord de l'Ontario et au collège **Confédération**.



The More options button will bring up a detailed **Find** window.

Here you can select many options to search by

- To/From
- Fulltext/Subject
- Date ranges
- Item types

When spelling, or name format is unknown, you can use the asterix \* symbol to do partial name and text searches.

The example shows searching the **From/Author** field with \*krysta\* and selecting only **Mail** item types.

The **Find Results** window will display all emails from \*krysta\* even with their old & new last names

From	To	Name
Krysta LogozzoDaniele	Help Desk; IS_Group; IT_Group; PACS On Call	Krysta LogozzoDaniele
Krysta Logozzo Daniele	Cora Rouillard; Chris Graham; Kevin Pasko	Krysta Logozzo Daniele

Due to the large potential of results, you can then do sorting or filtering in the **Find Results** window, by clicking the column headers

From	To
Krysta LogozzoDaniele	Cora Rouillard; Chris Graham; Kevin Pasko
Krysta Logozzo Daniele	Help Desk; IS_Group; IT_Group; PACS On Call

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