

4/4/13

CONNECTIONS Clue:

*Is your phone number wrong in the Global Address Book?*

*Someone tried calling me with my phone number from the Outlook Global Address Book –but it's the wrong number! How do I change this?*

Phone numbers and addresses listed in Outlook are managed from a system called Webstar. While each district/agency has a Local Security Administrator (LSA) to create and manage accounts in Webstar, any user on a state owned computer can update their own address and phone information!

- If you are on a *state owned* computer:
  1. Open your web browser (Internet Explorer)
  2. Enter the address: <https://webstar.oft.state.nyenet>
  3. Click on the "Update Yourself" button in the left sidebar.
  4. Add to or modify the existing information as needed
  5. Enter your HSEN password (the one you use to log into CONNECTIONS in the space provided).
  6. Click on the green arrow to submit the changes for processing.
  7. Your information will be updated in the Microsoft Outlook Global Address Book.
  
- If you reach CONNECTIONS from a *non-state owned computer*, you must contact your LSA to make these changes for you.