



RM People Directory

A Quick Start Guide to the RM People Directory app



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Introducing RM People Directory

The RM People Directory app is a simple way of searching for the email addresses of people within your establishment or related establishments.

It's designed to complement your email address book, by allowing you to find contact details for people outside your email domain, for example in another school within your Local Authority or Federation.

Using the People Directory



1. On the RM People Directory homepage, type in the name of the person you are looking for.
2. Click **Go**.



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3. In the list of results, an icon on the left shows whether the person is a member of staff or a student.

The screenshot shows the RM People Directory interface. At the top, there is a search bar containing the email address RM.Student1@rmpc.rmschools.co.uk. Below the search bar, the results are displayed under the heading "Your Results: 4 Results for 'Smith'". The results are categorized into two groups: "People in RM Bett Demo School (2)" and "People not in RM Bett Demo School (2)".

Category	Name	Organization	Email Address	Action
People in RM Bett Demo School (2)	Lesley Smith	RM Bett Demo School	Smith.L29@rmpc.rmschools.co.uk	Copy icon
	Oliver Smith	RM Bett Demo School	RM.Student1@rmpc.rmschools.co.uk	Copy icon
People not in RM Bett Demo School (2)	Gabriela Smith-Anderson	Test High School	LA10Smith-Anderso5@glowscotland.org.uk	Copy icon
	Timothy Smith	Test High School	gw10smithtimothy@glowscotland.org.uk	Copy icon

- If you want to send an email to this person, click on their email address. A new email message will open in the email program installed on your computer.

This image shows a close-up of a search result for Oliver Smith, who is a member of RM Bett Demo School. To the left of his name is a blue icon representing a student. Below the icon, the word "Student" is written in a small box. To the right of the name and school, there is a copy icon.

- If you want to add a contact to your own email address book, you can copy their details to your clipboard by clicking the icon on the right.

You can then paste them into your address book, for example in Microsoft Office 365, Gmail or Microsoft Outlook.