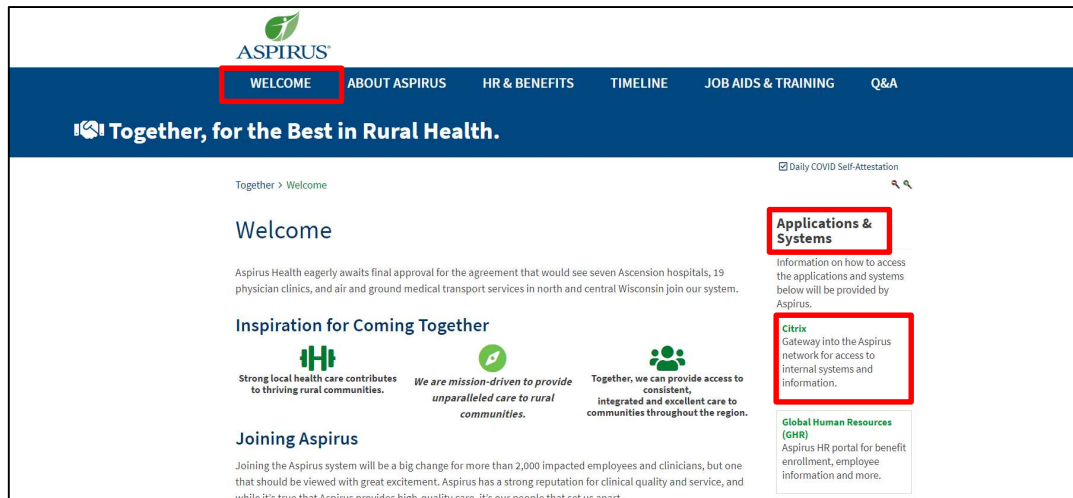
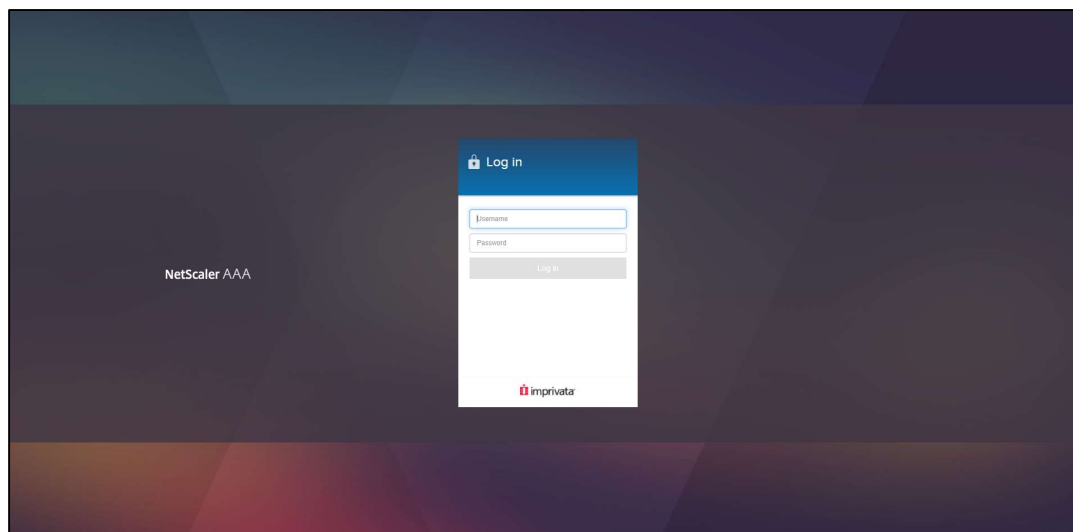


# Citrix: Locating Emails and Phone Numbers

1. On the Aspirus microsite “Welcome” page under “Applications & Systems” click on “Citrix”.

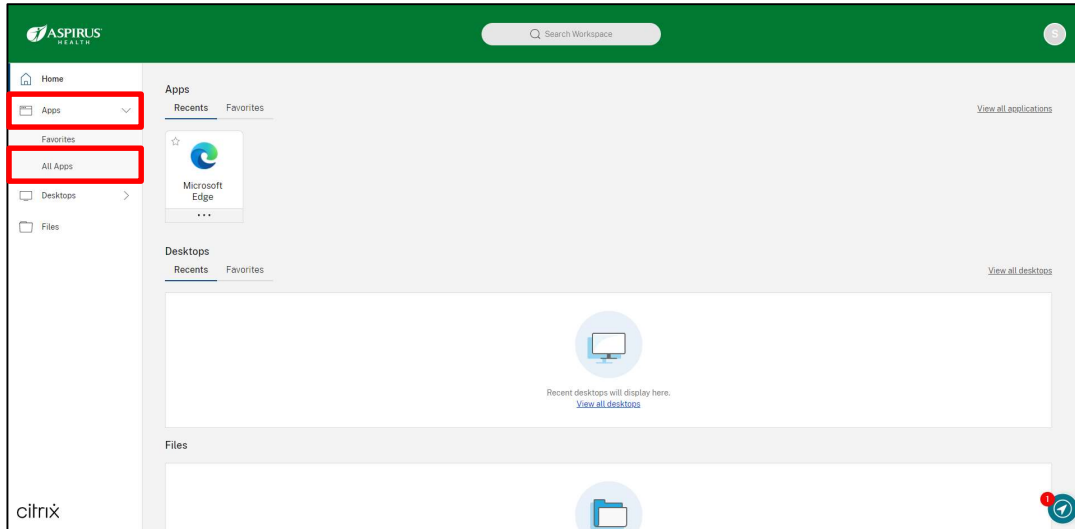


2. Log in using your network username and password.

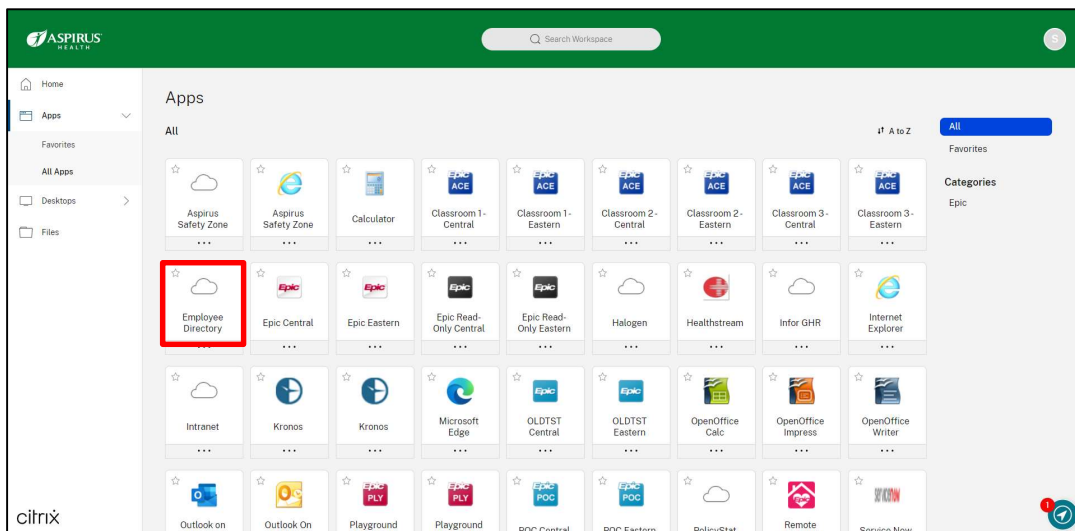


# Citrix: Locating Emails and Phone Numbers

3. Select “Apps” and then “All Apps”.

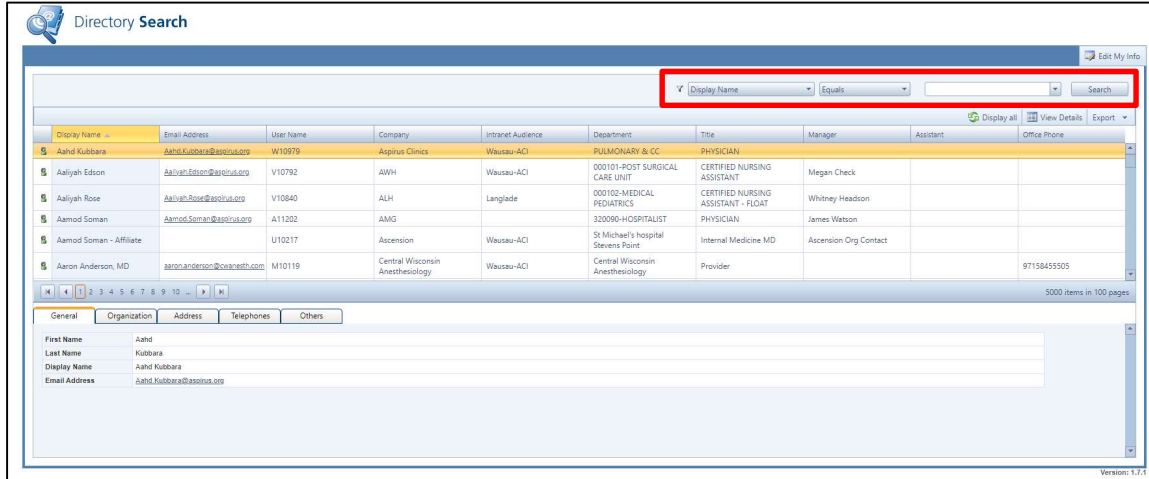


4. Select “Employee Directory”.



# Citrix: Locating Emails and Phone Numbers

5. Use the dropdowns and search box to narrow your search.



The screenshot shows the 'Directory Search' application. At the top, there is a search bar with a dropdown menu set to 'Display Name' and a search button. Below this is a table of search results. The table has columns for Display Name, Email Address, User Name, Company, Intranet Audience, Department, Title, Manager, Assistant, and Office Phone. The results list several individuals, including Aahd Kubbara, Aaliyah Edson, Aaliyah Rose, Aamod Soman, and Aaron Anderson, MD. Below the table, there is a detailed view for the selected user, Aahd Kubbara, showing fields for First Name, Last Name, Display Name, and Email Address.

Display Name	Email Address	User Name	Company	Intranet Audience	Department	Title	Manager	Assistant	Office Phone
Aahd Kubbara	Aahd.Kubbara@aspirus.org	W10979	Aspirus Clinics	Wausau-ACI	PULMONARY & CC	PHYSICIAN			
Aaliyah Edson	Aaliyah.Edson@aspirus.org	V10792	AWH	Wausau-ACI	000101-POST SURGICAL CARE UNIT	CERTIFIED NURSING ASSISTANT	Megan Check		
Aaliyah Rose	Aaliyah.Rose@aspirus.org	V10840	ALH	Langlade	000102-MEDICAL PEDIATRICS	CERTIFIED NURSING ASSISTANT - FLOAT	Whitney Headson		
Aamod Soman	Aamod.Soman@aspirus.org	A11202	AMG		320096-HOSPITALIST	PHYSICIAN	James Watson		
Aamod Soman - Affiliate		U10217	Ascension	Wausau-ACI	St Michael's Hospital Stevens Point	Internal Medicine MD	Ascension Org Contact		
Aaron Anderson, MD	Aaron.Anderson@ascension.org	M10119	Central Wisconsin Anesthesiology	Wausau-ACI	Central Wisconsin Anesthesiology	Provider			97158455505

5000 items in 100 pages

General Organization Address Telephones Others

First Name: Aahd  
Last Name: Kubbara  
Display Name: Aahd Kubbara  
Email Address: Aahd.Kubbara@aspirus.org

If you have questions about this process or would like more information, please contact the Ascension Help Desk at 877-640-1416.