## How to find an Internal's phone number and email

• Type the Internal team member's name into the Workday search bar and click on their pop up name with the correct branch underneath.



• The below screen will pop up and you will click on "Contact"

MENU	section	Q A	lex Phillips	$\otimes$	ļ <sup>141</sup> 6
	쮼 Alex Phillips Warehouse Operator Operations	Location Manager OPS- Grayslake, IL C02 Mike Bennett Employee ID Cost Center		Skills	
	Actions	ar Employee ID 771614	92100 OPS-C02-GRAYS	Internal Projects	
88	Summary	Job Details			
ē		Employee ID rvisory Organization	771614 Medline Top Level Sup Org >> Mike Bennett	Job History	
e ع		Position	Warehouse Operator Operations		
1	Performance	Business Title Employee Type	Warehouse Operator Operations Regular		
0	) Career	Time Type	Full time		
		FTE	100.00%  OPS- Grayslake, IL C02		
		Hire Date	05/22/2023		
)		Original Hire Date Continuous Service Date	05/22/2023		
50°F		Q Search		o 🧬 🗓 🌅 📲 📲 💻 😕	

Last part



• Here you will see the phone number and email we have on file.

	Narehouse Operator Operation	Home Contact Info	ormation			XIII	▥ ╤ ◻ レ゙ ▥ <b>▥</b>			
	Email Team	Address	Usage		Visibility	Shared With	Effective Date			
88	Summary	532 W Trail N Grayslake, IL 60030 United States of America		Primary)	Private		05/22/2023			
Ð	Job		Other -	Home						
4	Contact	Phones 1 item	Phones 1 item 🗏 🗐 🖶 🖬 🖽							
3	Personal	Phone Number	Device	Usage		Visibility	Shared With			
]	Performance	窟 +1 (224) 4152514 👂		nome (Primary)		Private				
9	Career		N	nome (rnmary)						
		Email Addresses 1 item	Email Addresses 1 litem							
		Email Address	Email Address Usage			Visibility				