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Name:	Telephone Services – Directories
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Responsibility:	Director, Information Technology Systems & Support
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INTERNAL TELEPHONE DIRECTORY

1. Online Directory

The University's online directory – SMUphone - provides the most up to date directory information.

Each department has a designate assigned for updating departmental information in the Saint Mary's Online Directory. All designates were assigned by department heads and access to the system was provided to them by ITSS. If a new departmental designate is required, please contact the ITSS Department Secretary at 5480 or email smuphone@smu.ca.

Step-by-step instructions for updating departmental information may be found on the ITSS web site (<https://smu.ca/academics/itss-university-phone-director.html>):

2. Printed Internal Directory

The University internal directory will be published bi-annually in September and will reflect the information available on SMUphone at that particular time.

ALIAN T HALIFAX/DARTMOUTH TELEPHONE DIRECTORY

In October of each year, External Affairs co-ordinates all updates of the Aliant Telephone Directory. In the event an incorrect listing appears in the telephone directory, please email the information to infodesk@smu.ca.