What is the Global Address List (GAL)?

This is the directory used for all employees to find their email address.

How do I update the GAL?

Step 1: Open Outlook 2010 or 2013 and click on FILE



Step 2: Click on Account Settings/click on Download Address Book



Step 3: Click OK

Offline Address Book - wgautreaux@mylpsd.com	2
Microsoft Exchange offline address book: ✓ Download changes since last Send/Receive Address book Choose address book:	
\Default Global Address List	
OK Cancel	

The screen below will start the update of all of the employee addresses.

	📑 Outlook Send/Receive Progress 🗧 🗉	x
	0 of 1 Tasks have completed successfully	ncel All
	Don't show this dialog box during Send/Receive	Details
e	Tasks Errors	
re	Name Progress Remaining	
sk.	➤ wgautreaux@mylpsd.com	
210	wan trans and ram	
nir	Copying offline address book template file.	l Task
0\		-(#

Final Step: The above screen will clear and return to the Account Information screen. Press ESC to get back to your email account.

This updates all employees that have moved.

(EX: CO/Doe, Jane move to CMC now will show up as CMC/Doe, Jane)