What is the Global Address List (GAL)?
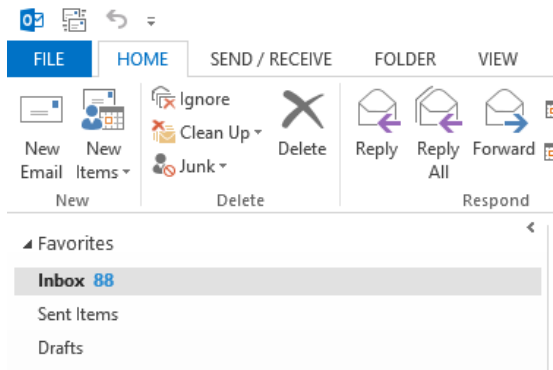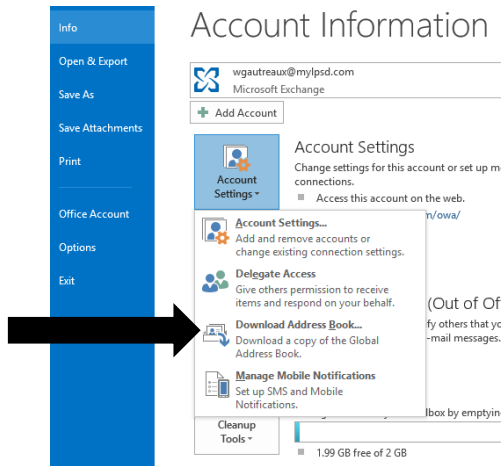
This is the directory used for all employees to find their email address.

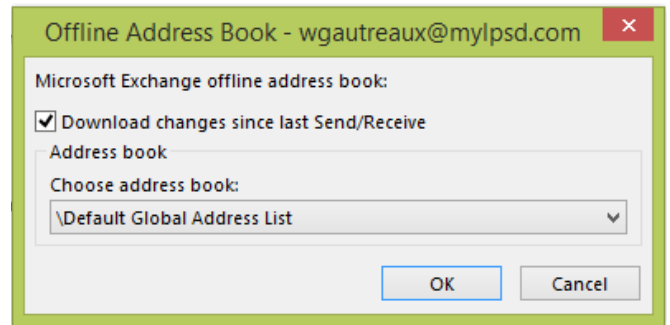How do I update the GAL?

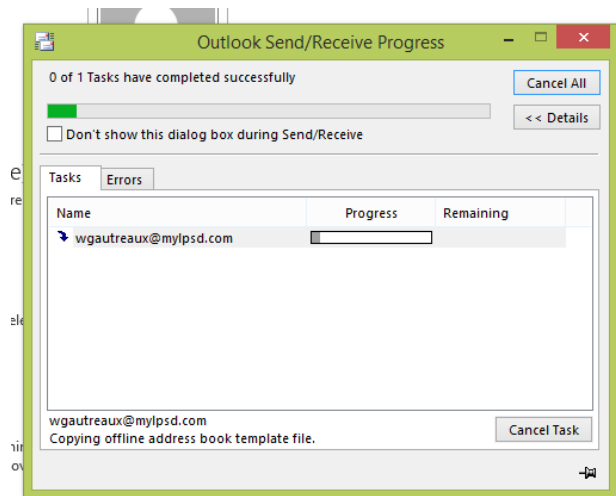Step 1: Open Outlook 2010 or 2013 and click on FILE

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

Step 3: Click OK

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

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)