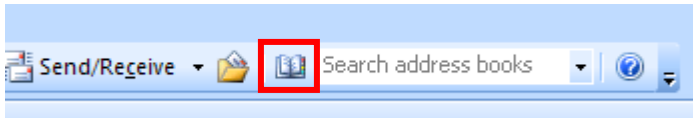


How to Use the Global Address List (GAL)

The Global Address List is a list of everyone at Regent and their email addresses. Using this list you will be able to verify that you are using the correct email address for the person whom you are emailing. There are several ways of using the GAL.

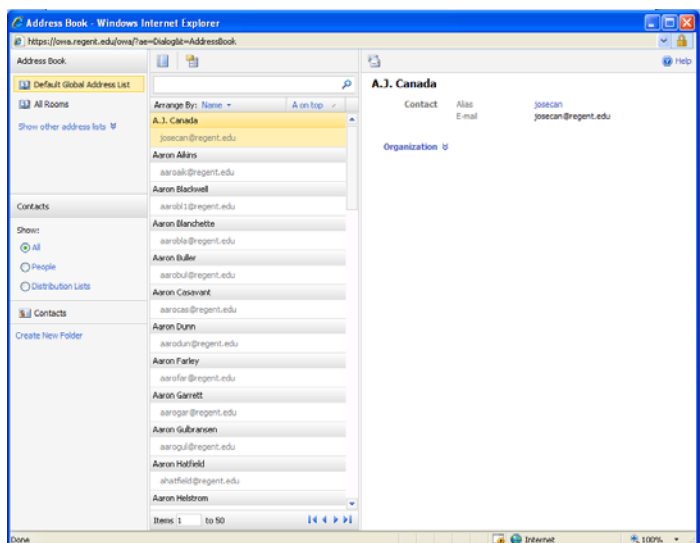
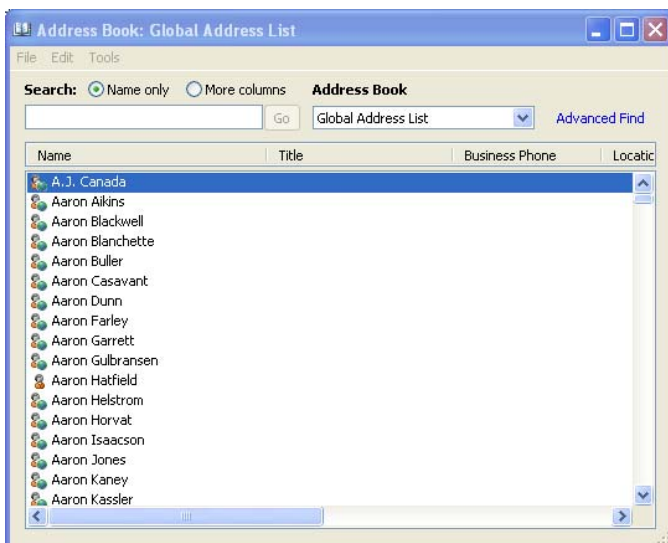
Address Book

1. Click on the Address Book icon in the upper right hand corner of your Outlook or Outlook Web Access (OWA).



2. You will see the Address Book screen with the Global Address List selected as well as a list of names in Alphabetical order.

Within an Email



1. You can click on the To... button to bring up the GAL. In this list, double clicking on the name of the person you are interested in will add them to the from field of your email message.
2. You can also begin typing their name and press the keyboard shortcut "Ctrl+K". This will take whatever you have written thus far and compare it to the GAL. If only one person matches, it will underline the name as if it were an email address. If more than one match is found (such as with the name "David"), the list will look like the picture to the right.

