

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. To use the Global Address List, simply click on the **To:** button when creating a new email message. You will be presented with the following screen on which you can search for a person.

The screenshot shows a web browser window titled "Address Book -- Webpage Dialog". The address bar displays the URL: <https://owa.regent.edu/owa/?ae=Dialog&t=AddressBook&a=PickRecipients>. The window is divided into several sections:

- Left Panel:** Contains a search bar, a list of contacts, and a "Show:" section with radio buttons for "All", "People", and "Distribution Lists".
- Center Panel:** Displays a list of contacts. The first contact, "A.J. Canada", is selected. Below the list, it shows "Items 1 to 100".
- Right Panel:** Provides a detailed view of the selected contact, "A.J. Canada". It includes fields for "Contact", "Alias", "E-mail", "Organization", and "Availability". The "Availability" section shows a calendar for "Wed 6/4/2008" with a time slot from "12 AM" to "2:00".
- Bottom Section:** Labeled "Message recipients:", it contains three input fields for "To ->", "Cc ->", and "Bcc ->:". Below these fields are "OK" and "Cancel" buttons.

The browser's status bar at the bottom shows the same URL and an "Internet" icon.