

Global Address List

The Global Address List (GAL) is an address book in Outlook that contains the name and email address of everyone in the McCombs School of Business - students, faculty, and staff.

Send an Email to Someone in the GAL

1. In Outlook, create a new message and click the **To** button to open the Global Address List (GAL).
2. Start typing the first name into the *Search* box. The more letters you type, the closer you'll get to the person's name. You may have to type their full name before finding them.
3. Select the name of the person you want to add to your email.
4. Click either the **To**, **Cc**, or **Bcc** button below to add them to the *To*, *Cc*, or *Bcc* field of your email.
5. Repeat steps 2 – 4 until you have added everyone you would like to your email.
6. Click **OK**.

Find Someone by Last Name in the GAL

1. In Outlook, create a new message and click the **To** button to open the Global Address List (GAL).
2. In Outlook 2003, click the **Advanced** button and select **Find**. In Outlook 2007 and 2010, click **Advanced Find**.
3. In the last name field, type their complete last name or the first few letters of it.
4. Click **OK**.
5. A list will return of every name that meets your search criteria.
6. Highlight the person you were looking for and click the **To**, **Cc**, or **Bcc** button, then click **OK**.

Use the GAL in Outlook Web Access

1. Create a new email in Outlook Web Access.
2. Click on the **To** button to open the Global Address List.
3. On the left side of the *Address Book* window, click on **Show other address lists**.
4. Scroll down and click on **Default Global Address List**.
5. In the empty search box at the top middle of the dialog box, type all or part of the name of the person you're looking for.
6. Click on the magnifying glass on the right side of the box.
7. Select the name of the person you're looking for. If your search returned more than fifty results, you may need to use the arrows at the bottom of the list to navigate to the name.
8. Click either the **To**, **Cc**, or **Bcc** button below to add them to the *To*, *Cc*, or *Bcc* field of your email.
9. Repeat steps 2 – 4 until you have added everyone you would like to your email.
10. Click **OK**.