



Update Offline Global Address List

Don Guilbeault - 2020-12-17 - Comments (0) - EMAIL

How do I update my Offline Global Address List in Outlook 365?

The Global Address List (GAL) contains the names and e-mail addresses of everyone that has a Westview Co-op e-mail account. The GAL can be accessed from Outlook and can also be viewed from the Outlook Web App.

The GAL will automatically update once a day, however, you may want to manually synchronize your computer's locally cached version of the GAL (the Offline Global Address List) as Outlook will more commonly use the offline GAL as the default Westview Co-op Address List.

To update your Offline Global Address List:

1. In the Tools Ribbon, click on the **Send/Receive** tab
2. Click on **Send/Receive Groups**
3. Then click on **Download Address Book...**