Update Offline Global Address List

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

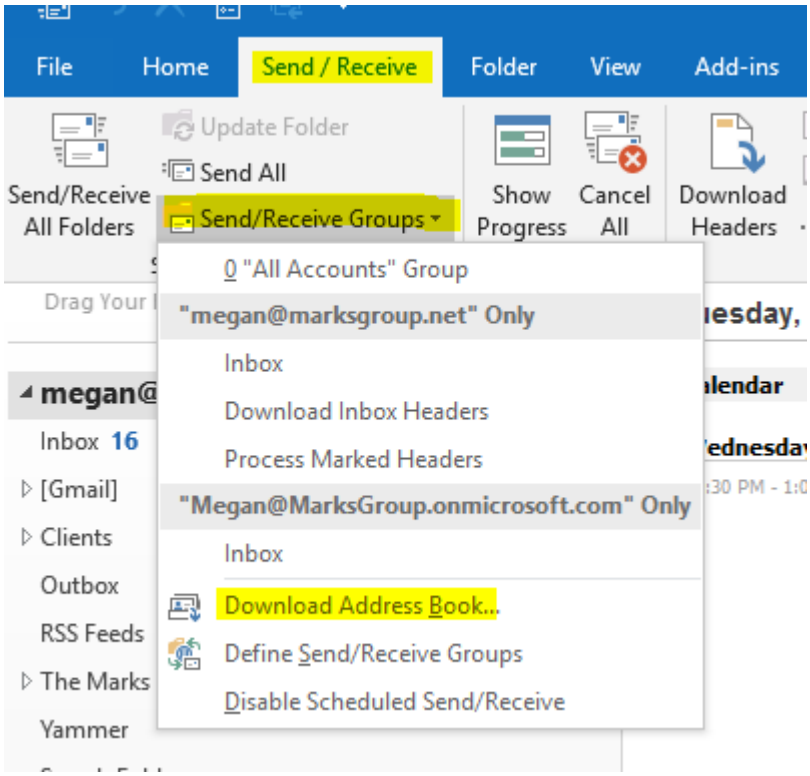
How do I update my Offline Global Address List in Outlook 365?

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.

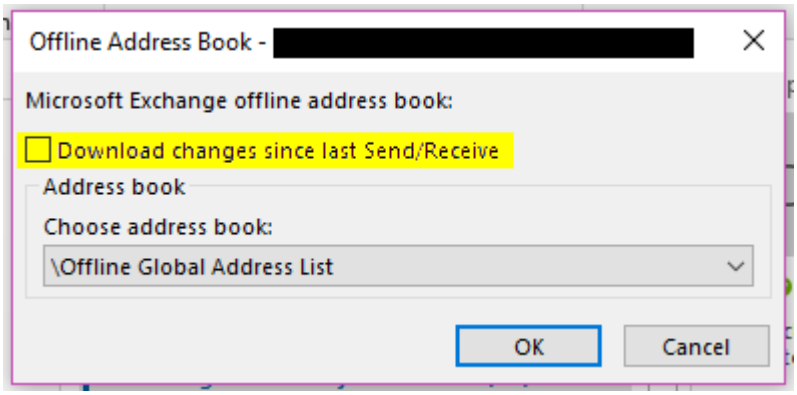
To update your Offline Global Address List:

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



A Windows will pop up with regards to the **Offline Address Book**

- Be sure to uncheck the **Download Changes since last Send/Receive** option. (This will re-download the entire Westview Co-op Global Address List)
- Select the **\Offline Global Address List** option from the drop-down menu
- Click on the **OK** button.



When the download of the address book has completed, restart your Outlook client. After restarting Outlook, the Offline Global address List should be populated with the most recent information from our Westview Co-op Exchange.

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