The system address book in Outlook/Exchange is called the **Global Address List** or **GAL**.

Your personal GroupWise address books will move over to Outlook/Exchange as Contacts folders.

Your main Outlook Contacts folder will contain what was in your “firstname lastname” address book in GroupWise. For example, if your GroupWise username was “Jane Doe” the information from the address book called “Jane Doe” will be what moves over into the main Contacts folder.

Each other address book you had in GroupWise will move into a separate Contacts folder. For example, your Frequent Contacts address book will move over to a Contacts folder called Frequent Contacts.

The first time you send an email to someone, you will need to choose the name from the GAL.

Outlook will build its own list of frequently used addresses as you send mail to people. That list, called the **autocomplete list, is initially blank**. Once a name is in the autocomplete list you can start typing the name and the system will display a list of possible matches from your autocomplete list.
How to address a message to someone the first time – Using the GAL

- On the new message composition window, click the To... button to bring up the GAL.

- In the Search box, start typing the last name of the person you want to address. Find and highlight the person from the list of names below click the To-> button.
  - Repeat for anyone else you want to add.
  - When done click OK.

  **Hint:** Names are in last name, first name order, and you can’t change that.

  **Hint:** The names at the very top of the GAL are conference rooms (conference rooms have an _ in front of them).

**Quickly Finding An Address From the GAL Without Having to Click To... : Use CTRL K**

- Start typing the last name of the person.
- Press and keep holding the CTRL key and press the letter K at the same time (CTRL K).
- The system will bring up a list of potential persons you want from the GAL.
- Scroll through the provided list, select the right person, click OK.
If there’s only one possible match to what you typed, when you hit Ctrl K that address will be entered and there will be an underline underneath it...to indicate the system has found the name in the GAL and knows where to send the message.

How to address a message to someone – Using Your Main Contacts

On the new message composition window, click the **To** button to bring up the GAL.

Click the triangle beside Global Address List to bring up the drop down list.

Under “Outlook Address Book” select Contacts

The list of names and addresses shown is what is in your Contacts folder.

Start typing the last name of the person you want to address, find and highlight the person, click the To-> button.

Repeat for anyone else and when done click OK.
How to address a message to someone – Using addresses in any other contacts folder

- Initially only your main Contacts folder is flagged as a searchable address book in Outlook.
- You must tell Outlook to make any other Contacts folders show up as an address book.
- Once that’s done, you’ll be able to go to the GAL and see them in the Address Book drop down list.

How to Flag A Contacts Folder As An Address Book

- From the main Outlook window, click the Contacts tab (lower left side of the screen).
- Your Contacts folders are listed under “My Contacts” near the top on the left Navigation Pane.
- Right click on the Contacts folder you want to flag as an address book.
- Then choose properties from the drop down menu.

- Click on the Outlook Address Book tab.
- Check the box beside “Show this folder as an e-mail Address Book”
- Click OK

Repeat for any other Contacts folder you want to be able to choose names from when you click To... and bring up the GAL.
Removing an Address from the Autocomplete List

- If you type the wrong address for someone and send the message, that incorrect address is now saved in your autocomplete address list.
  
  o The system “remembers” the addresses you’ve sent to, even if they’re not right!

- You can remove an address from the autocomplete list – start typing the name/address until it appears under the address line, then press the Delete key.

Syncing Addresses with Your PDA

- The two wireless sync services available in the Emory Exchange environment are BlackBerry Enterprise Server (BES) and GoodLink. Both services will only sync your main Contacts folder to your PDA.

- Be sure the contacts you want to sync between your PDA and Outlook are in the main Contacts folder.

- If there are contacts in your main Contacts folder that you do not want to sync with your PDA, move them to another Contacts folder or delete them.