



MCS Exchange

Global Address List in Outlook 2003

Document Description: How to use the Global Address List (GAL) in Outlook 2003

For user by: All staff on the Exchange Email Server using Outlook 2003

- The GAL is generated from the University Phone Book, update or add entries through the website to update them at: <http://www.usyd.edu.au/staff/directories/phwch.shtml>
- Entries starting with * are Resources such as meeting rooms
- Entries in **Bold** are Distribution Lists
- Entries with Globes are not MCS Exchange Users

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1. Background

The Global Address List or GAL is a University of Sydney (USYD) wide address book. It can be used to search for the email address, phone numbers, titles and locations of all staff members on the USYD campus.

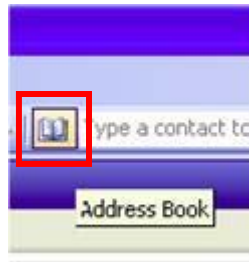
The Global Address List is generated from the University Phone Book, which can be updated from the USYD Phone Directory at: <http://www.usyd.edu.au/staff/directories/phwch.shtml>

NOTE: Outlook 2003 has to be open to see the GAL

2. Accessing the GAL

2.1. The following methods can be used to open the GAL:

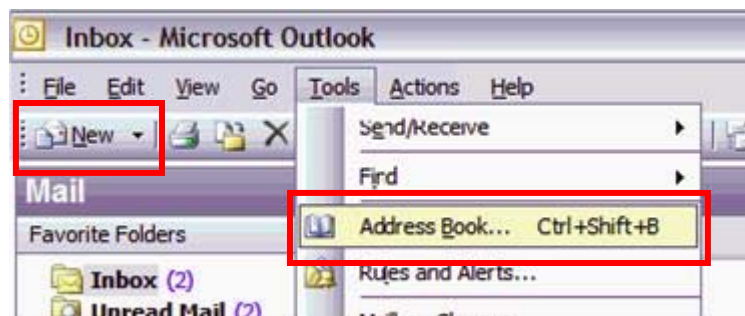
2.1.1. Click on the Address book icon on the Outlook Toolbar as seen in the picture.



2.1.2. Click on the **Tools**, and **Address Book**

2.1.3. Use the shortcut keys on your keyboard (**CTRL+Shift+B**)

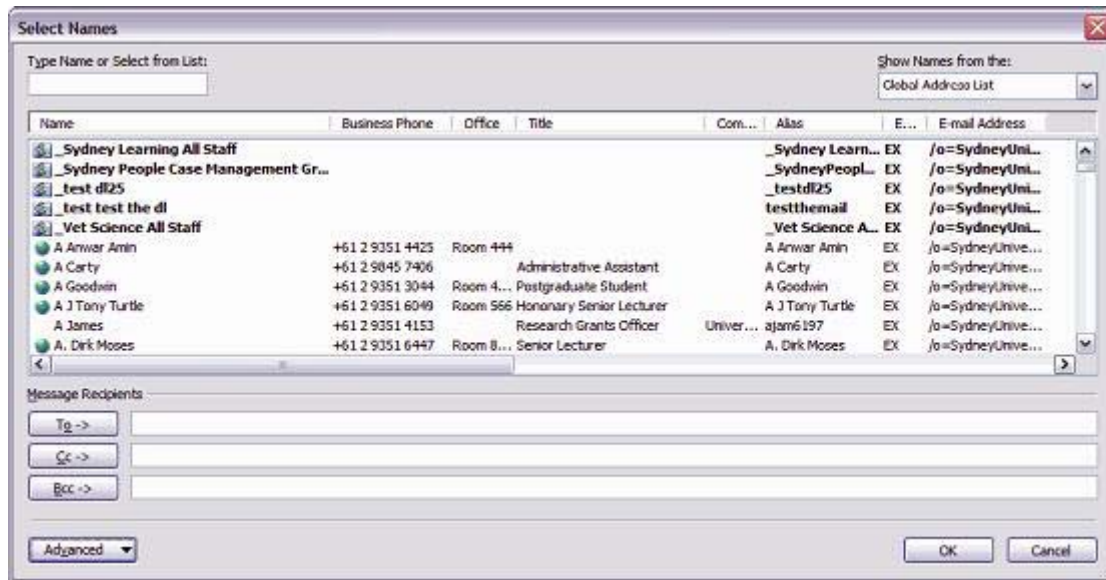
2.1.4. Click on the **New** message and then the **To...** button.





3. Viewing and Interpreting the GAL

3.1. Below is how the GAL appears in Outlook 2003:



3.1.1. Entries that are bolded and beginning with an underscore in the GAL are known as **Distribution Lists**.

These are used to send an email to a number of users at once, i.e.: When it is required that a department be emailed you can just select the distribution list instead of individually selecting all the members of that department. *(Type the first name in the Name box to search for a user, distribution list or resource).*





3.2. Entries with an **asterisk** at the front of the name **are** used as **Resources**. These are used when you need to book a meeting room or training room, etc.

Select Names

Type Name or Select from List:

Name	Business Phone	Office
*A14 - RMS Training Room		
*A22 Chass Meeting Room 208		
*A22 Chass Meeting Room 327		
*A22 CHASS Planning Calendar		
*G04 Architecture Conference R...		

3.3. Entries with a **globe** in front of the name **are** known as **External Recipients** or contacts, as they are not on the MCS Exchange Server.

Select Names

Type Name or Select from List:

Name	Business Phone	Office
Danielle Skropeta	+61 2 9351 5745	Room 545
Danielle Warby	+61 2 9351 6621	Room 376
Danielle Wells	+61 2 9351 2597	Room 436