



# MCS Exchange

## Global Address List in Outlook 2007

**Document Description:** This document goes through using the Global Address List (GAL) in Outlook 2007.

**For user by:** All staff on the Exchange email server using Outlook 2007.

### 1. Background

These instructions are to illustrate how to access the Global Address List (GAL) for those using Outlook 2007.

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

NOTE: Outlook 2007 has to be open to see the GAL.



## 2. Accessing the Global Address list (GAL)

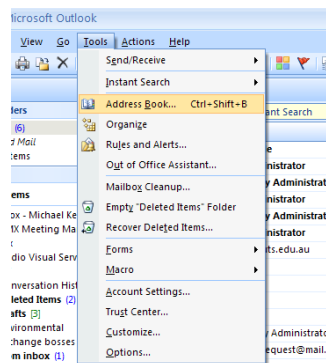
2.1. The following methods can be used to open the GAL:

2.1.1. Click on the Address Book icon on the Outlook Toolbar, as seen in the picture below.



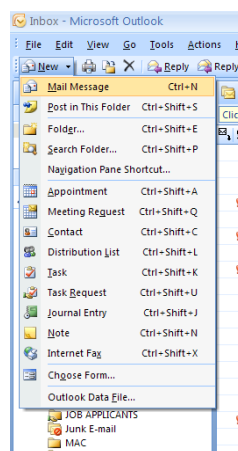
2.1.2. Click on Tools and Address Book.

2.1.3. Use the shortcut keys on your keyboard (CTRL, Shift and B)



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

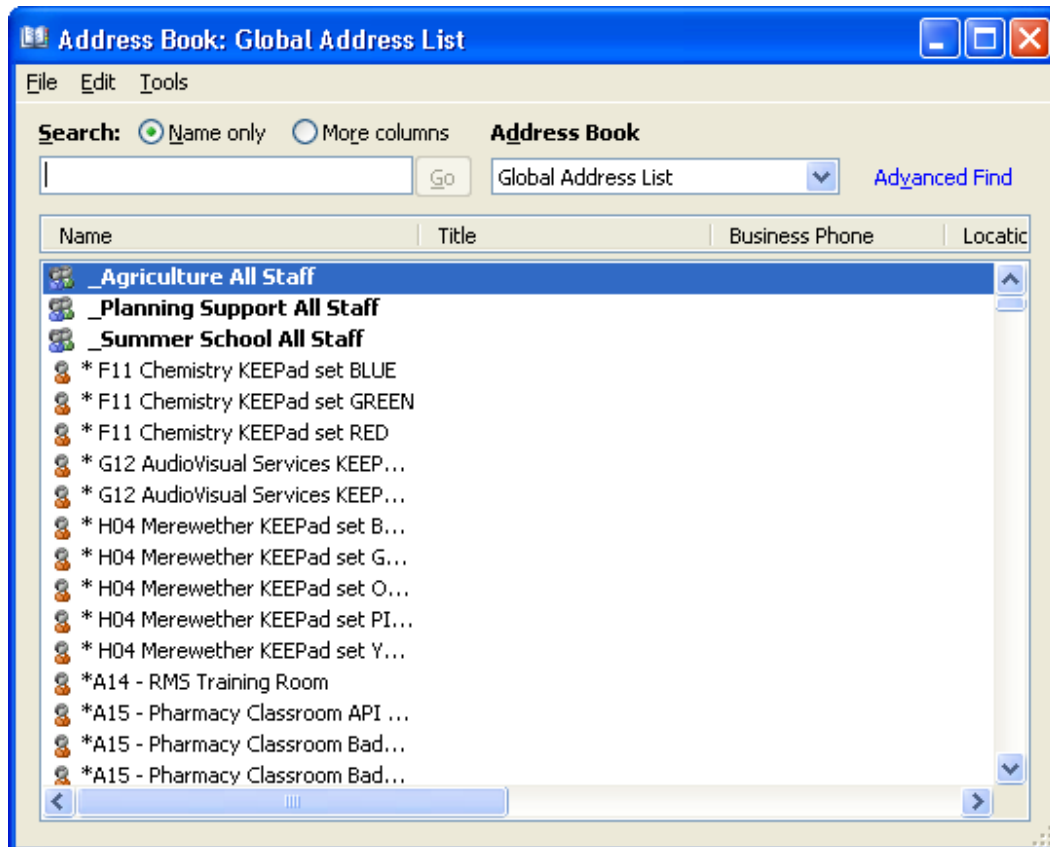
2.1.5. Use the shortcut keys on your keyboard (CTRL and N)





### 3. Viewing and Interpreting the GAL

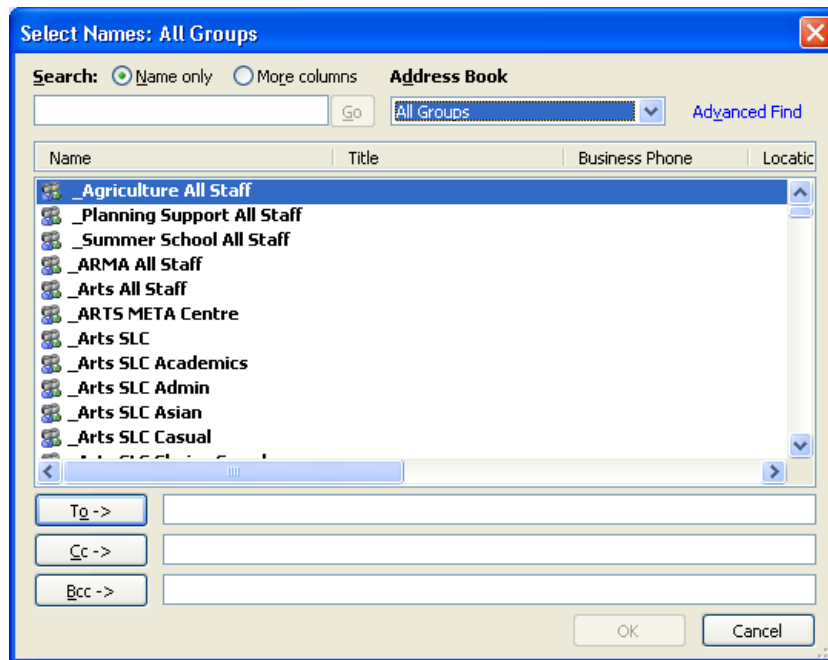
Below is how the GAL appears in Outlook 2007:





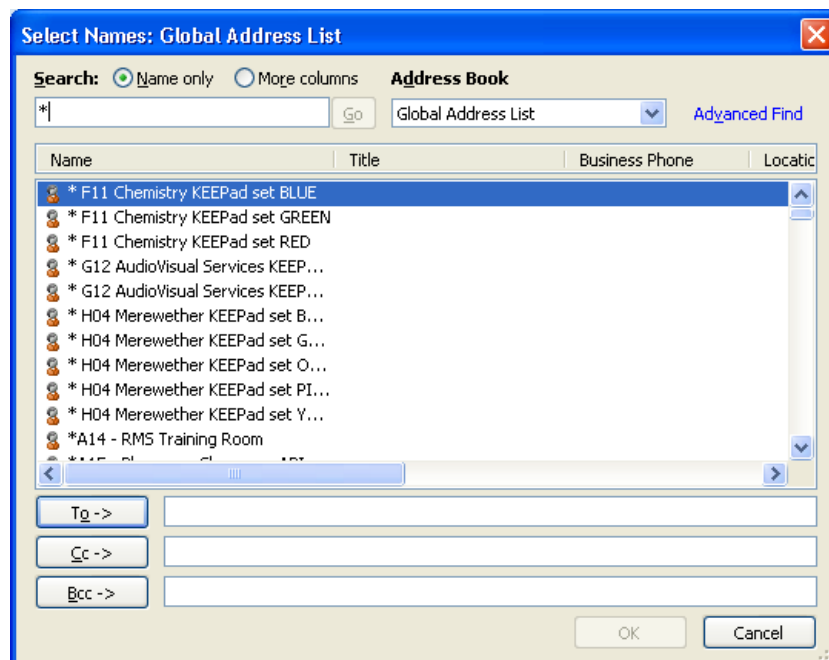
3.1. Entries that are bold, have a picture of two people and have an underscore in the GAL are known as **Distribution Lists**.

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 a single red person and 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.



3.2.1. Entries with a **globe** in front of the name **are** known as **External Recipients** or contacts.

