# How do I update the Global Address List in Outlook?

The Global Address List (GAL) contains the names and e-mail addresses of everyone that has an account in Rutgers Connect. The GAL can be accessed from Outlook and can also be viewed from the Outlook Web App.
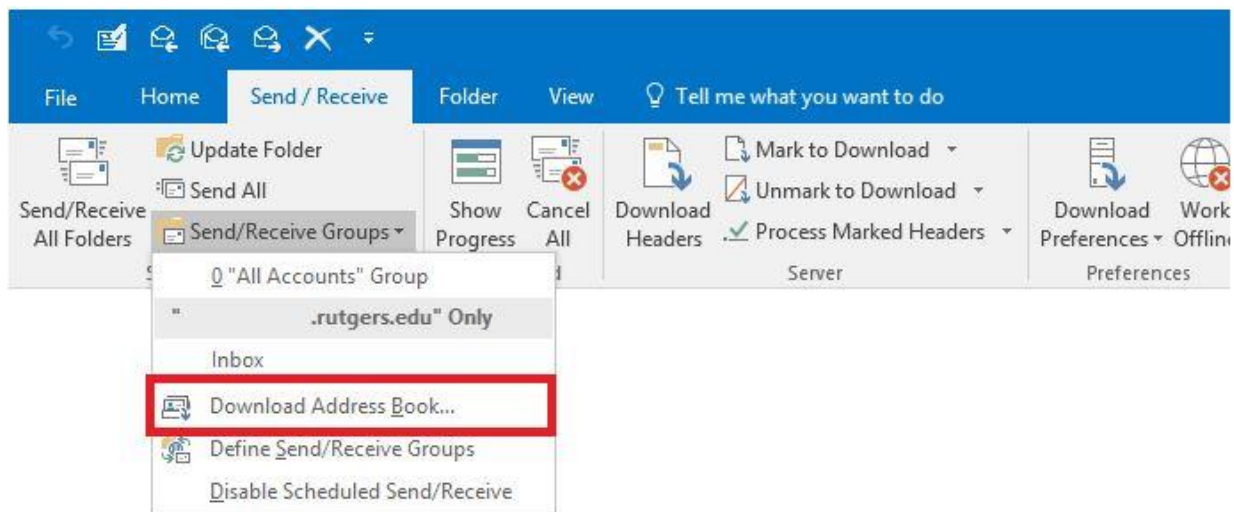
The GAL will automatically update once a day, however, you may want to manually synchronize your computer's locally cached version of the GAL if you believe you are seeing any incorrect or outdated information.

Outlook 2016/ Outlook 2013

1. In the **tool's** menu, click on the **Send/Receive** tab
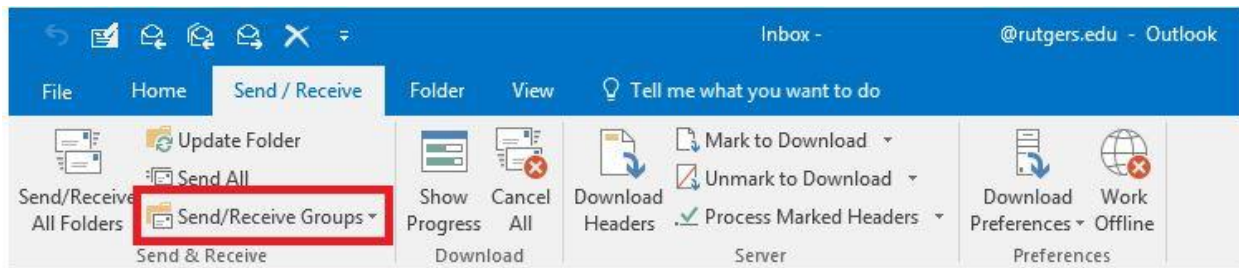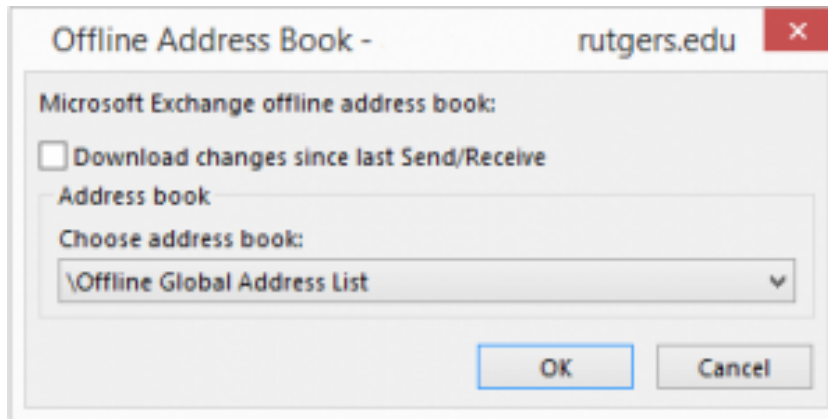

2. Click on **Download Address Book**

3. A window will pop up with information regarding the Offline Address Book.

- Be sure to uncheck the **Download Changes since last Send/Receive** option.
- Select the **\Offline Global Address List** option from the drop-down menu
- Click on the **OK** button.

4. When the download of the address book is completed, restart your Outlook client.
After restarting Outlook, the Global Address List should be populated with the most
recent information.