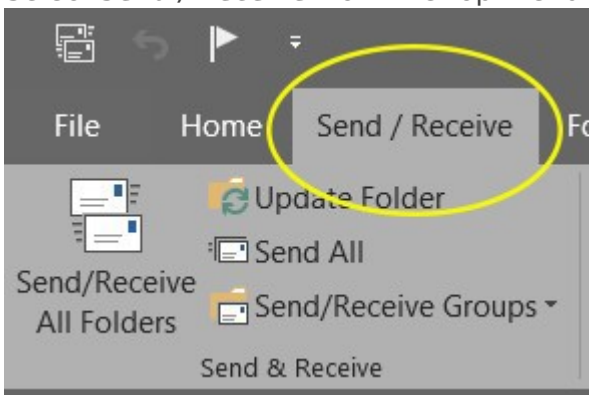
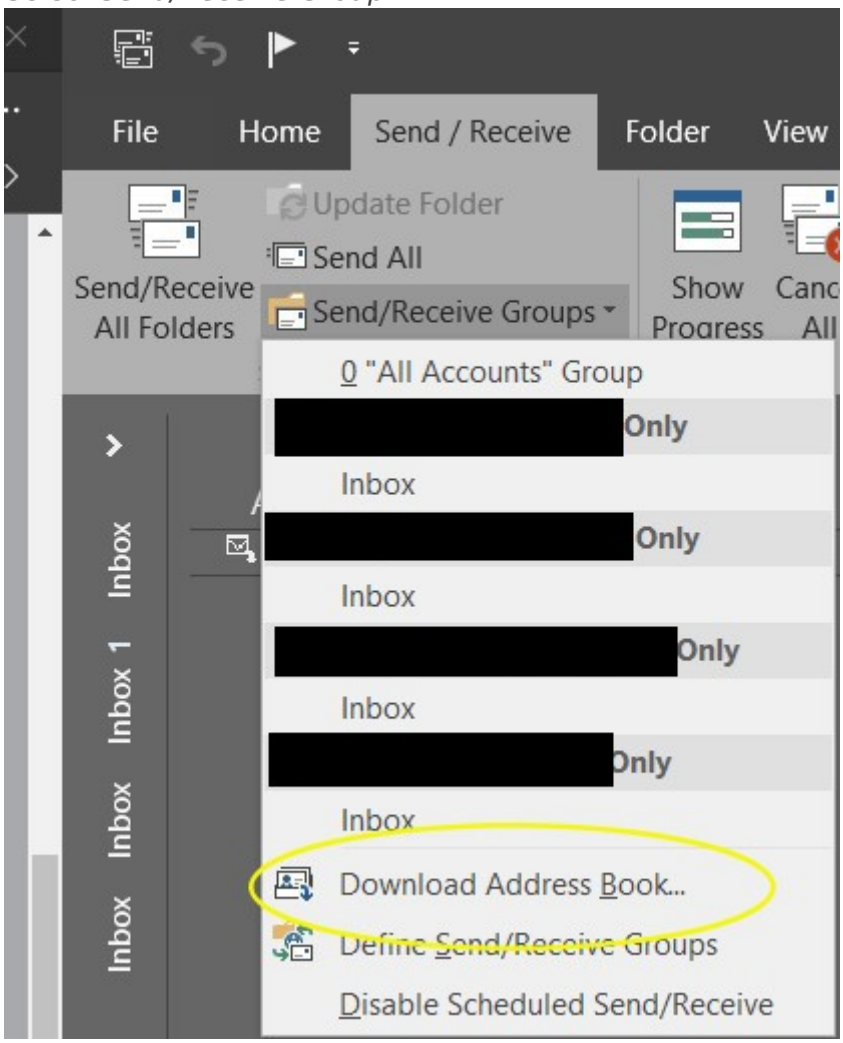
Force Download a New Copy of the Global Address List (GAL)

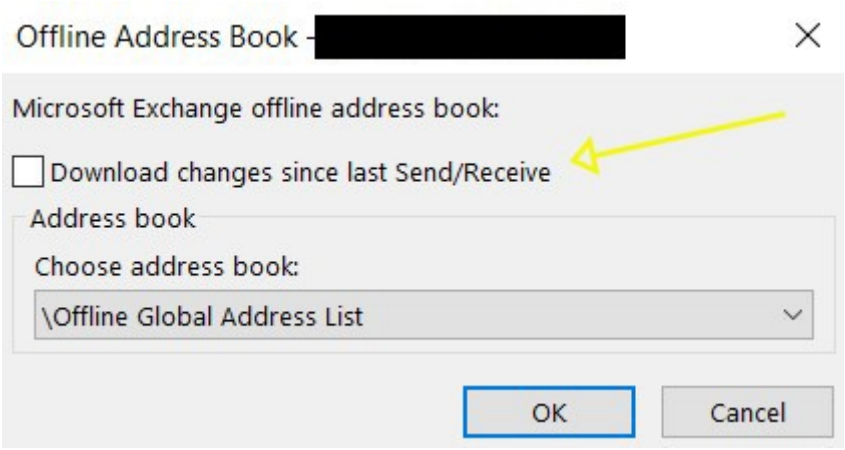
1. Open Outlook.
2. Select *Send / Receive* from the top menu bar.



3. Select *Send/Receive Group*.



4. Uncheck the box next to *Download changes since last Send/Receive*, choose either *Global Address List* or *Offline Global Address List* and select *OK*.



A status window will open to indicate that the download is in progress and will close automatically when the download is complete; this can take several minutes.

Additional Microsoft resources

- Quick Start Guide
- Outlook Training
- Outlook Help
- eBook: Outlook Tips & Tricks
- Download PDF: Outlook Quick Start Guide

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