

Staff email - using the Global Address List (GAL)

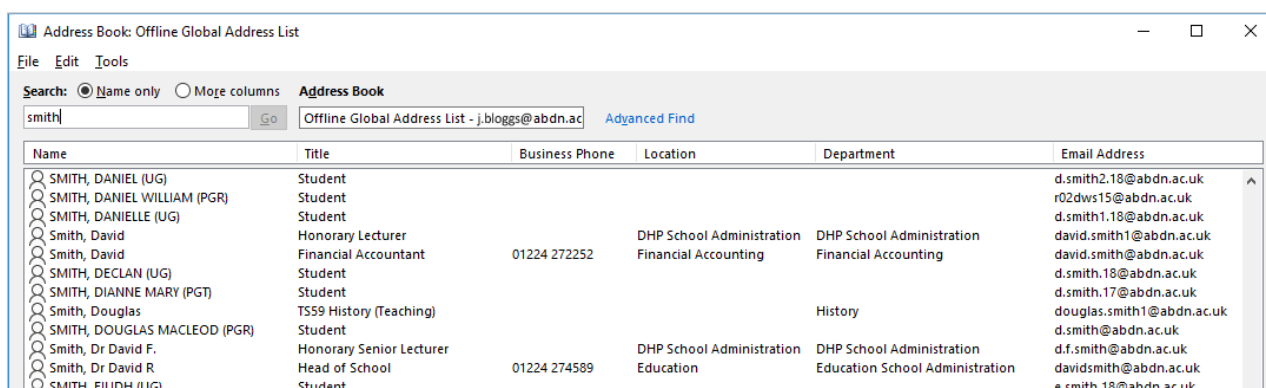
The Global Address List (GAL) is Office 365's address lookup feature. It contains the email addresses and other contact details for individuals and resources at University of Aberdeen.

Outlook Desktop and the Outlook Web App use the GAL to supply email addresses when you compose email or invite individuals to meetings.

GAL entries

Each entry in the GAL includes an individual's full name, designation (either 'Student' or a member of staff's job title), email address, Dept/School information (staff), and where applicable, telephone number.

To help differentiate staff and student entries, student names are displayed in UPPER CASE and include a category indicator, e.g. undergraduate (UG), postgraduate taught (PGT), and postgraduate research (PGR).



The screenshot shows the Outlook Address Book interface with a search for 'smith'. The results table is as follows:

Name	Title	Business Phone	Location	Department	Email Address
SMITH, DANIEL (UG)	Student				d.smith2.18@abdn.ac.uk
SMITH, DANIEL WILLIAM (PGR)	Student				r02dws15@abdn.ac.uk
SMITH, DANIELLE (UG)	Student				d.smith1.18@abdn.ac.uk
Smith, David	Honorary Lecturer		DHP School Administration	DHP School Administration	david.smith1@abdn.ac.uk
Smith, David	Financial Accountant	01224 272252	Financial Accounting	Financial Accounting	david.smith@abdn.ac.uk
SMITH, DECLAN (UG)	Student				d.smith.18@abdn.ac.uk
SMITH, DIANNE MARY (PGT)	Student				d.smith.17@abdn.ac.uk
Smith, Douglas	TS59 History (Teaching)			History	douglas.smith1@abdn.ac.uk
SMITH, DOUGLAS MACLEOD (PGR)	Student				d.smith@abdn.ac.uk
Smith, Dr David F.	Honorary Senior Lecturer		DHP School Administration	DHP School Administration	d.f.smith@abdn.ac.uk
Smith, Dr David R	Head of School	01224 274589	Education	Education School Administration	davidsmith@abdn.ac.uk
SMITH, FIONA (UG)	Student				a.smith.18@abdn.ac.uk

Using the GAL

Staff and Postgraduate Researchers can use the GAL to search for email addresses and phone numbers of staff and students.



The GAL is *not* visible or accessible to undergraduate and postgraduate taught students.

By using the GAL instead of manually typing an email address in the **To** field, or relying on Outlook's auto-complete function, you can ensure your email goes to the correct recipient.



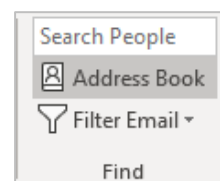
Remember. Mis-directed email can result in personal data and other confidential information being sent to unauthorised individuals causing damage and distress to those involved.

If you believe you have sent an email containing personal or sensitive data to the wrong person, please contact the Information Governance Team at dpa@abdn.ac.uk for advice.

Using the GAL in Outlook Desktop

Access the GAL

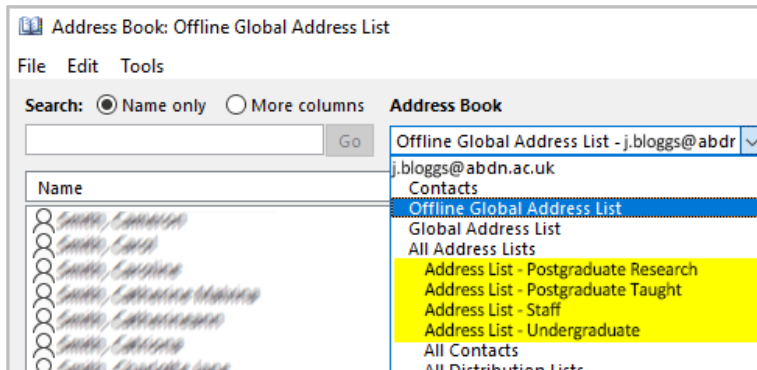
Access the GAL by clicking on the **To...** button in a new message window, or via the **Address Book** icon on Outlook's main toolbar (under the **Home** tab, in the **Find** group).



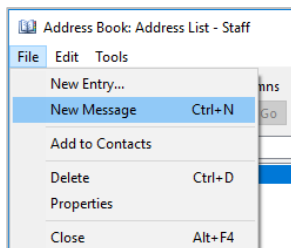
Filter your search

In Outlook Desktop, the GAL displays **all** users by default. However, when searching for recipients, it is possible to filter by **Address List** to help narrow your search.

1. First choose the appropriate Address List from the drop-down list, i.e. **Postgraduate Research**, **Postgraduate Taught**, **Staff**, or **Undergraduate**.



2. Then in the search box, type your recipient's **last name, first name** – e.g. **Bloggs, Joe**. Your search results will be restricted to your selected Address List.
3. If the search produces more than one result – e.g. if there are two John Smiths – check additional details such as Department to help confirm your choice, then click on the associated Name. (**Note:** You may need to use the scroll bar to see additional details.)
4. With the correct recipient highlighted in blue, from the Address Book **File** menu, select **New Message** (or press **Ctrl + N**) to open a new Untitled message window.

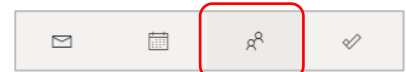


5. Compose and send your email in the usual way.

Using the GAL in Outlook Web App

Access the GAL by:

1. Clicking the **People** icon at the bottom left of the screen to view the **Directory**, or
2. Clicking on the **To...** button in a new message window to open the **To** dialog.



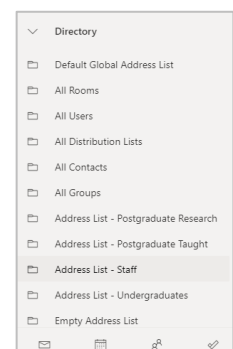
If choosing option 1

- From the list on the left of the window, expand the **Directory** group to view all Address Lists.

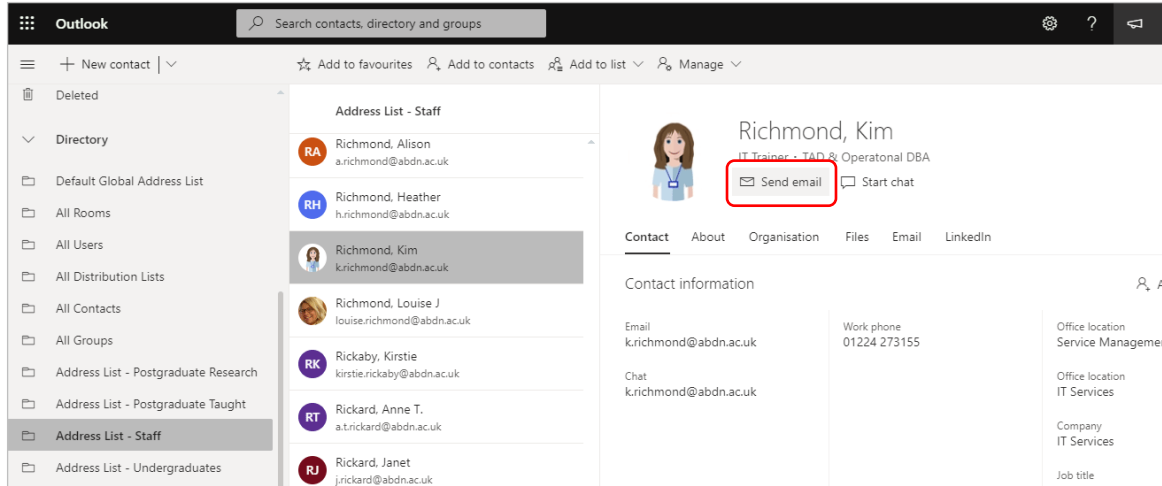
Note: If you have a lot of Contacts, you may have to scroll down the list to see the **Directory** group.

- Choose the appropriate Address List – e.g. **Address List – Staff** – then scroll the list to locate your recipient.

Note: It is not possible to filter a search by Address Book when in **People**.



- Click on the recipient's name to view their full details in the right hand pane. This allows you to check you have the correct individual.
- Then click **Send email** to open a new message window, and compose and send your email in the usual way.

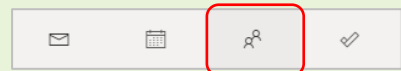


If choosing option 2

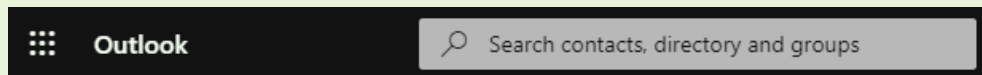
- In the **To** dialog, select the appropriate Address List – e.g. **Address List- Staff** – then scroll to locate the correct recipient.
- Note:** It is not possible to search the **To** dialog.
- Click **Load More** at the foot of the dialog to view more names as required. Once you have located the correct recipient, click on their name to add them to the **To** field, then close the **To** dialog.
 - Compose and send your email in the usual way.



You can also perform a simple search of the GAL using the Search box at the top of the **Directory** window. Make sure you click on the **People** icon first!



1. Type your intended recipient's full name into the **Search contacts, directory and groups** box.



2. Select the recipient's name from the list of results to view their full details in the right hand pane. This allows you to check you have the correct individual.
3. Then click **Send email** to open a new message window, and compose and send your email in the usual way.

Further information and help

Log a call with the IT Service Desk – servicedesk@abdn.ac.uk.