The Global Address List (GAL) contains all CCPS user, group, and distribution list email addresses. The global address list may include names, job titles, email addresses, office locations, telephone extensions, and other contact information. The administrator creates and maintains this address book. Regular users utilizing the GAL can view but not change its contents. Only designated individuals have been granted access to change/update contacts/distribution lists that appear in the Global Address List.

**To Update a Distribution List in the Global Address List:**

1. Click on the Address Book that appears on the Home ribbon.
2. Locate the GAL Distribution List you need to update.
3. Right-Click on the distribution list.
4. Select Properties from the drop-down. The contact information dialog box will appear.
5. Click the Modify Members button. The Distribution List Membership dialog box will appear.
6. Add or Remove members as needed.
7. Click Ok when finished.
8. Click Apply.
9. Click Ok.
10. The GAL Distribution List has been updated.

When adding members to the distribution list make sure their name appears in the members field before clicking ok. Changes are reflected in the distribution list membership dialog box.