How to Access the Global Address List (GAL) in M365 Outlook for MacOS

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1. Click on **Address Book** located in the “Home” tab of the Ribbon.

2. If not already selected, click on the dropdown menu, and choose **Default Global Address List**.

3. Type in the name of the person you want to find. The list will populate as you enter characters.
4. Choose the contact and then click on **New E-Mail** or **New Meeting** to start composing an email or meeting.