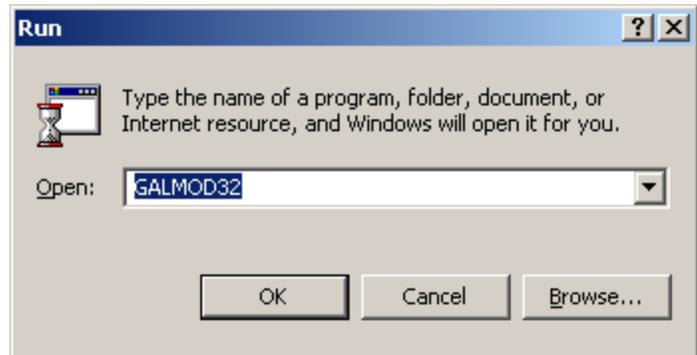


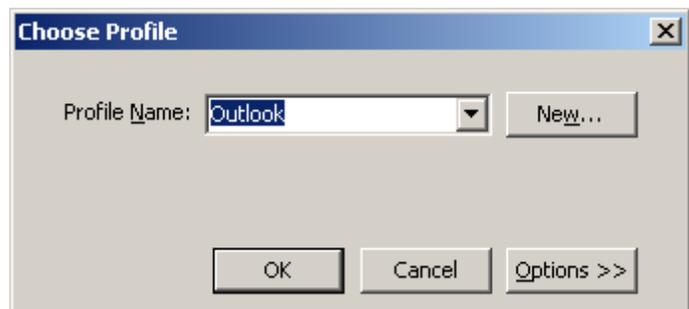
MS Outlook 2003: Setting Your GAL Information

The individual users must set the school, title and contact information in the Outlook Global Address List (GAL). To set your information, follow these steps:

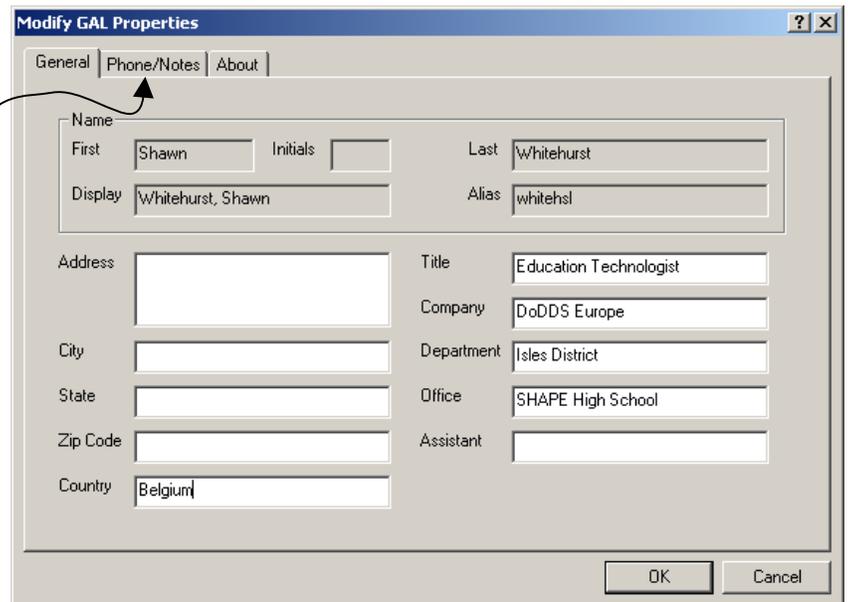
1. Click on 
2. Select “Run...”
3. Type GALMOD32 (that’s a letter “oh” not a zero).
4. Click *Ok*



5. Click *Ok* when asked to choose a profile.



6. In most cases:
 - a. *Title* = “Teacher”
 - b. *Company* = DoDDS-E
 - c. *Department* = Isles District
 - d. *Office* = Your School
 - e. *Country* = Belgium



7. Click on the *Phone/ Notes* tab and enter information as appropriate.