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The Global Address List (GAL) contains everyone who has a listing in the [U-M Online Directory \(UMOD\)](#). However, it does not list groups created in UMOD.

The GAL provides a convenient way within Exchange to look up people, Exchange groups, departmental mailboxes, and calendar resources rather than using your web browser to access the UMOD.

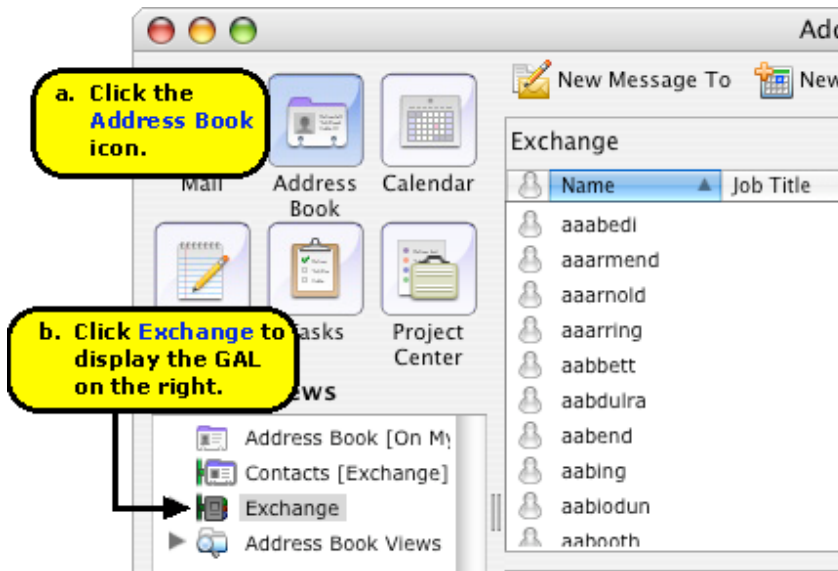
[General Searching](#)

[Searching when Creating E-Mail](#)

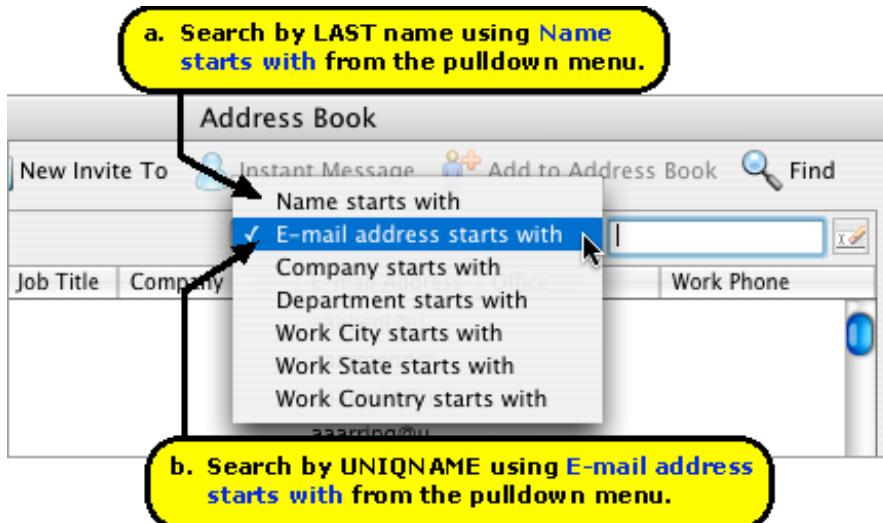
[Searching when Creating a Meeting](#)

General Searching

1. In Entourage:



2. The most productive searches are by LAST name or unickname.



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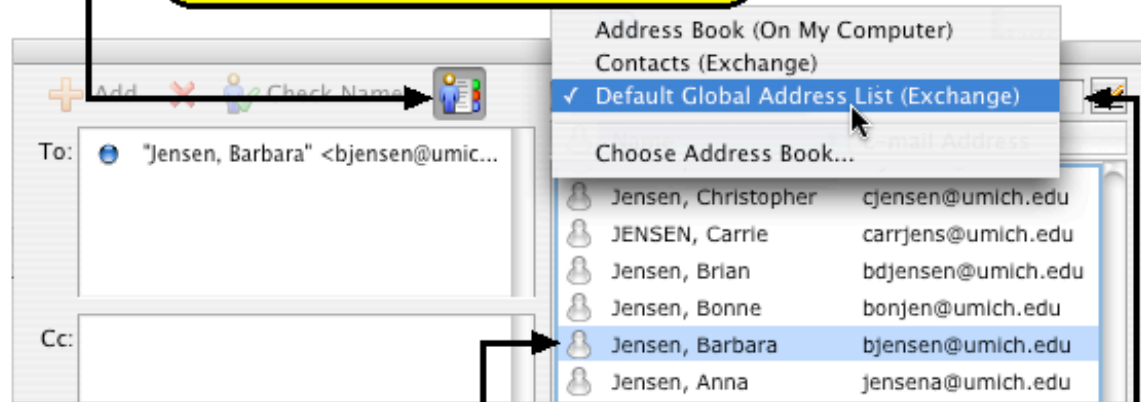
Searching When Creating E-Mail

1. Create a new message.

2.
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HINT: If you do not see the pulldown menu, click the Address Book icon.

a. From the pulldown menu, select *Default Global Address List (Exchange)*.



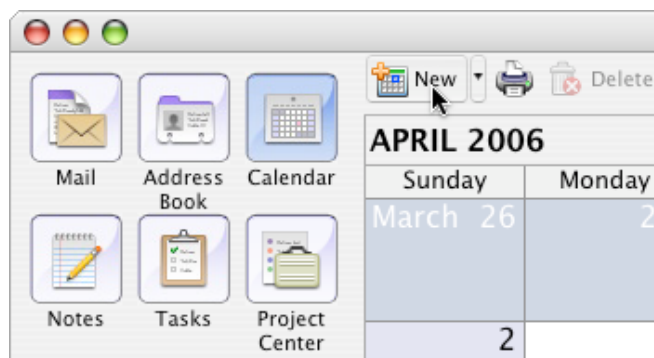
**b. Enter the LAST name or unickname of the person for whom you are searching.
NOTE: In this image, the search field is**

c. Double-click the name you want to add to the active field (such as To:) or click-and-drag the name to the appropriate field.

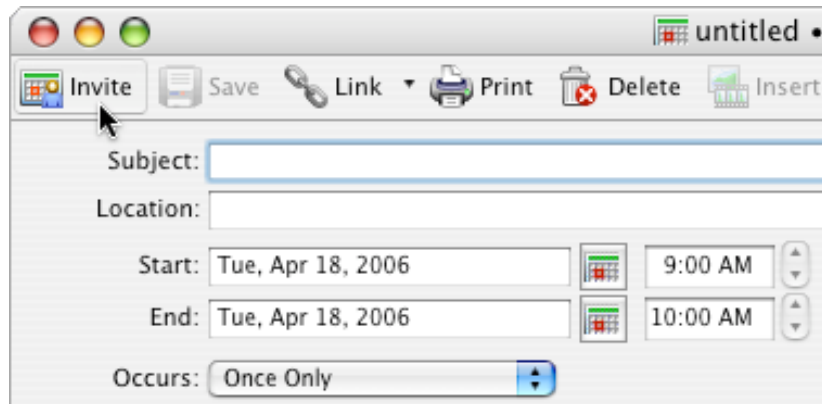
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Searching When Creating a Meeting

1. With the Calendar active, click *New*.

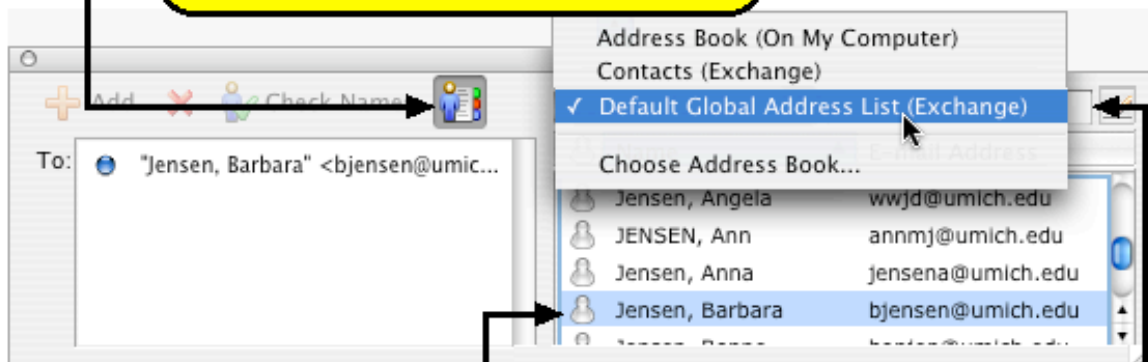


2 Click **Invite**.



3 **HINT: If you do not see the pulldown menu, click the Address Book icon.**

a. From the pulldown menu, select **Default Global Address List (Exchange)**.



b. Enter the **LAST** name or unickname of the person for whom you are searching.
NOTE: In this image, the search field is hidden by the pulldown menu.

c. Double-click the name you want to add to the active field (such as To:) or click-and-drag the name to the appropriate field.

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