## How to Clear the Global Address List (GAL) Cache

Last Modified on 07/08/2025 10:55 am EDT

## Clearing the Global Address List (GAL) Cache

- 1. In the Outlook main window, click the **File** menu.
- 2. From the File menu, click the **Options** button.
- 3. In the Options, click the Mail tab and scroll down to the Send Messages section.
- 4. Click the **Empty Auto-Complete List** Send messages button.
- 5. A confirmation box will appear, click Yes.
- Default Importance level: UNormal 
  Default Sensitivity level: Normal
  Mark messages as expired after this many days: 0
  - Always use the default account when composing new messages
  - Commas can be used to separate multiple message recipients
  - Automatic name checking
  - ☑ Delete meeting requests and notifications from Inbox after responding
  - ✓ <u>C</u>TRL + ENTER sends a message
     ✓ Use Auto-Complete List to suggest names when typing in the To, Cc, and
  - Bcc lines
  - ✓ <u>W</u>arn me when I send a message that may be missing an attachment
  - Suggest names to mention when I use the @ symbol in a message (requires restarting Outlook)

Empty Auto-Complete List