How to Clear the Global Address List (GAL) Cache

Last Modified on 08/17/2022 4:33 pm 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** button.
5. A confirmation box will appear, click Yes.