

How to Clear the Global Address List (GAL) Cache

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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**.

