

## Update My Entry in the NIH E-mail Directory (GAL)

The Global Address List (GAL) is the NIH email directory that many NCI staffers rely on as an electronic look-up for NIH and HHS employees. Your email directory entry contains not only email information, but also address, phone, fax, and organizational affiliation information. NCI Computer Services recommends that you update this information when moving from one office to another. Even if you haven't moved, it's still a good idea to check the contents of your email directory listing once or twice a year for accuracy.

1. Point your internet browser to <http://www.mail.nih.gov>
2. Click **Email and NIH Domain Account Management**
3. Click **Modify CES Mailbox**
4. Type your **Network User Name** and full **Email address** in the text box.  
Example: **SmithC@mail.nih.gov**
5. Click **Log On**
6. Type your **Network User Name** prefixed with **NIH\** and then press Tab  
Example: **NIH\SmithC**.
7. Type your **Password** and then click **OK**
8. From the Modify Exchange Mailbox Properties screen, click the drop-down arrow and select your full name.
9. Click **Edit User Info**
10. A *Security Information* window may appear. If so, advance through the security screen(s) by clicking **Continue** or the appropriate button(s).
11. Review the Global Address List (GAL) information and make the appropriate changes to the form.
12. Click **Modify User Info**
13. A *Security Information* window may appear. If so, advance through the security screen(s) by clicking **Continue** or the appropriate button(s).

The changes you made will be immediately applied to the NIH E-mail Directory Listing. Contact the Help Desk at 301-4964357 if you have questions or require additional information.