Exchange Global Address Book Update

If you do not see some addresses while your computer is being emailed to your Exchange account, you need to update your global address book.

We click on the "Send / Receive" tab with the red arrow.

From here, we are following steps 1 and 2. We select "Global Address List" from the "Select address book" section displayed with red box. OK, then the update process is happening. The address book is updated once the send and receive operations are completed with this screen.

Note: If you use the system over the web, the address lists are updated automatically.