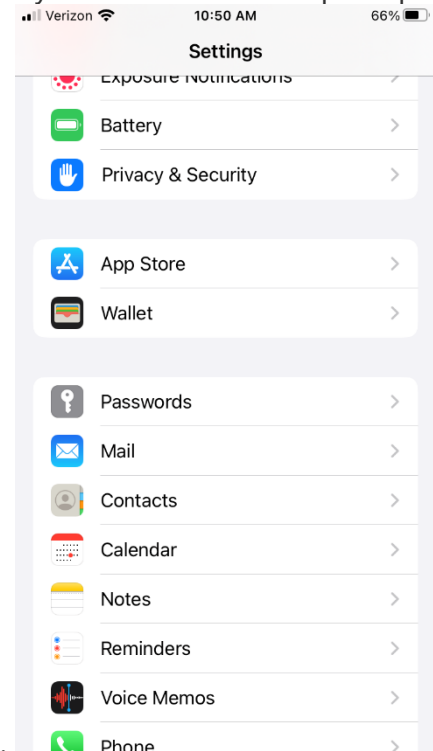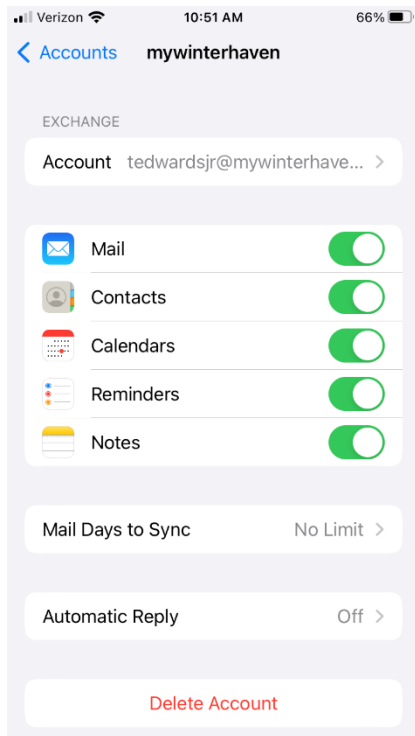# Accessing Outlook Global Address List on iOS Devices

In order to access the Outlook Global Address List (GAL) from you iOS device first open up

the settings app, scroll down, and click on the "Mail" option.

Next select "Accounts" then select your mywinterhaven account which could be called "Exchange" or "mywinterhaven". Do not select the iCloud option. In this menu you will want to make sure that the "Contacts" switch is turned on.

Now open your Contacts app and click the arrow in the top left hand corner of the screen labeled "Lists". Next press on the bottom option which should be the account name then "Global Address List". This option should not have any number beside it.

This should now open up a search field where you can type in the name of the person that you are looking for. The results will be pulled from our Outlook Global Address List and should list all contact information for an individual.

Selecting a Contact from the GAL while in an App

To select a contact from the Global Address List while in an application first click the plus icon next to the To field. This should bring up a contact list, you will then want to press the back arrow in the top left hand corner of the screen labeled "Lists". You will then want to click on the Global Address List option and search for the person you are looking for. You can now select the email/phone number you would like to use.

If you need any assistance, please fill out a request at: https://mywinterhaven.zendesk.com/hc/en-us/requests/new