



Global Address List (GAL)

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What is the GAL?

An address list is a collection of mail-enabled recipient objects in Exchange Online. Address lists are based on recipient filters. You can filter by recipient type (for example, mailboxes and mail contacts), recipient properties (for example, Company or State or Province), or both. Address lists aren't static; they're updated dynamically. When you create or modify recipients in your organization, they're automatically added to the appropriate address lists. These are the different types of address lists that are available:

- **Global address lists (GALs):** The built-in GAL that's automatically created by Exchange Online includes every mail-enabled object in the organization. You can create additional GALs to separate users by organization or location, but a user can only see and use one GAL.
- **Address lists:** Address lists are subsets of recipients that are grouped together in one list, which makes them easier to find by users. Exchange Online comes with several built-in address lists, and you can create more based on you organization's needs.
- **Offline address books (OABs):** OABs contain address lists and GALs. OABs are used by Outlook clients in cached Exchange mode to provide local access to address lists and GALs for recipient look-ups.





- The GAL is the primary repository of all recipients in the Exchange organization.
- On average, organizations usually have only one GAL, because users can only see and use one GAL in Outlook and Outlook on the web
- You might need to create multiple GALs if you want to prevent groups of recipients from seeing each other. This might be helpful in multi-company organizations.

Facts about the GAL

- Admins can only use the Exchange Online PowerShell to create, modify, remove, and update GALs.
- The GAL that is seen by users in Outlook and Outlook on the web is named Global Address List, even though the default GAL is named Default Global Address List, and any new GALs that you create will require a unique name.
- Users cannot see the name of the GAL they are using
- Users can only see a GAL that they belong to. If a user belongs to multiple GALs, they'll still see only one GAL based on the following conditions:
 - The user needs permissions to view the GAL. You assign user permissions to GALs by using address book policies (ABPs). For more information, see Address book policies in Exchange Server.
 - If a user is still eligible to see multiple GALs, only the largest GAL is used (the GAL that contains the most recipients).



Default Address Lists

- Default Global Address List
- All Rooms
- All Users
- All Distribution Lists
- All Contacts
- All Groups
- Offline Global Address List
- Public Folders

