

# Updating Outlook Address Book

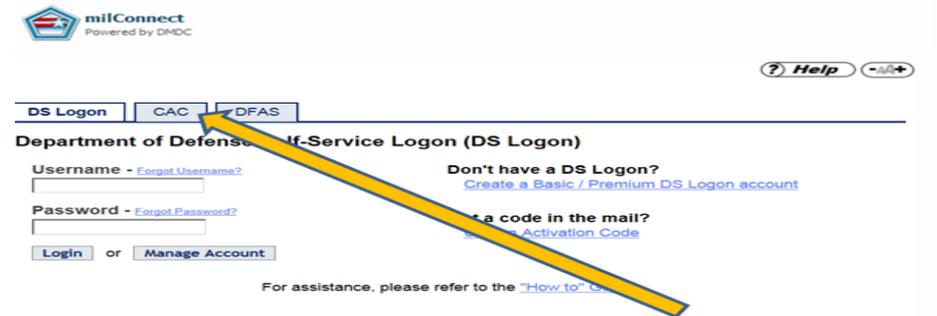
Please ensure you have a **working** CAC reader and **valid** CAC

1. Click the link to be directed to Milconnect:

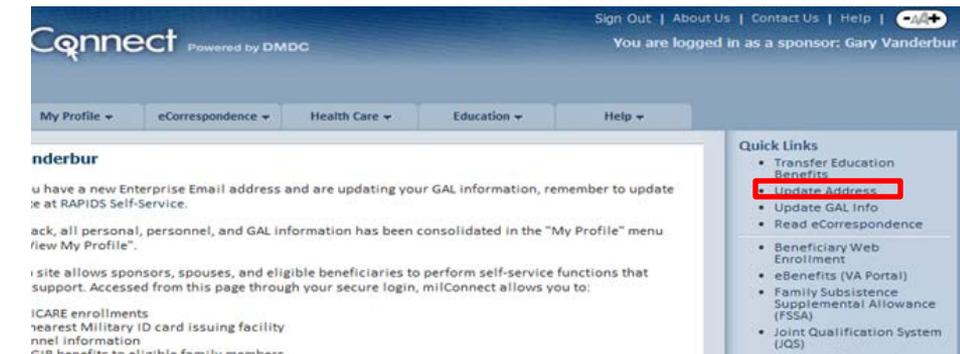
<http://milconnect.dmdc.mil>

2. Logging into Milconnect:

- Click the 'Sign In' button
- Click OK on next screen
- Click the "CAC" tab
- Login & select your 'email' certificate



3. Click 'Update Address'



# Verify Your Personal Information

## Update and View My Profile

**Personal Information**

Name:  
Display Name for GAL:  
DoD ID Number:  
Relationship to Sponsor:  
Gender:  
Birth Date:  
Citizenship:  
  
Organ Donor Status:  
  
Enterprise Username (EUN):

\* indicates required field

**Addresses**

\* Address Line 1  
Address Line 2  
\* City  
State  
Zip  
\* Country

**Email Addresses**

Review your Personal Information

**Ensure ALL information is correct before saving. Any discrepancies must be handled thru your personnel section**

# Updating The "MIL" Tab

**Personal Information** **MIL** **CIV**

**Personnel Status**

Persona Type: Military  
DoD Association: National Guard member (SEL RES)  
Administrative Organization: USA  
Duty Organization: National Guard  
Duty Sub Organization: --NG - Army National Guard - North Carolina  
Office Symbol: Joint Force Headquarters  
Job Title: J6  
Duty Installation/Location: National Guard Facilities (Army and Air) State of North Carolina  
Building: Joint Force Headquarters  
Room: 1403  
Begin Date:   
Projected End Date: Unknown  
Pay Grade: Officer (uniformed service only) 05  
Rank: LTC  
Primary Occupation: 11A  
Duty Occupation: 25A00  
Persona Username: christopher.d.simpson2.mil  
Persona Display Name: Simpson, Christopher D LTC USARMY NG NCARNG (US)

\*indicates required field

**Addresses**

**MIL Duty Address**  
 The duty address is the same as the Attached Unit address  
\* Address Line 1: 1636 Gold Star Dr  
Address Line 2:   
\* City: Raleigh  
State: NC  
Zip: 27607 - 3371  
\* Country: US

**Attached Unit Address**  
Address Line 1: HHC 113 SUS BDE  
Address Line 2: 110 FRANKLIN BLVD  
City: GREENSBORO

It is important that the following fields are selected correctly:

**Duty Organization:** National Guard

**Duty Sub Organization:** --NG - Army National Guard - North Carolina or --NG - Air National Guard - North Carolina

**Duty Installation/Location:** National Guard Facilities (Army and Air) State of North Carolina.

Some personnel at Ft Bragg (MATES, RTSM, 139th Regt) have selected Ft Bragg which puts them into a different group that we cannot manage. Even if you are located at Ft Bragg you must select National Guard Facilities (Army & Air) State of North Carolina.

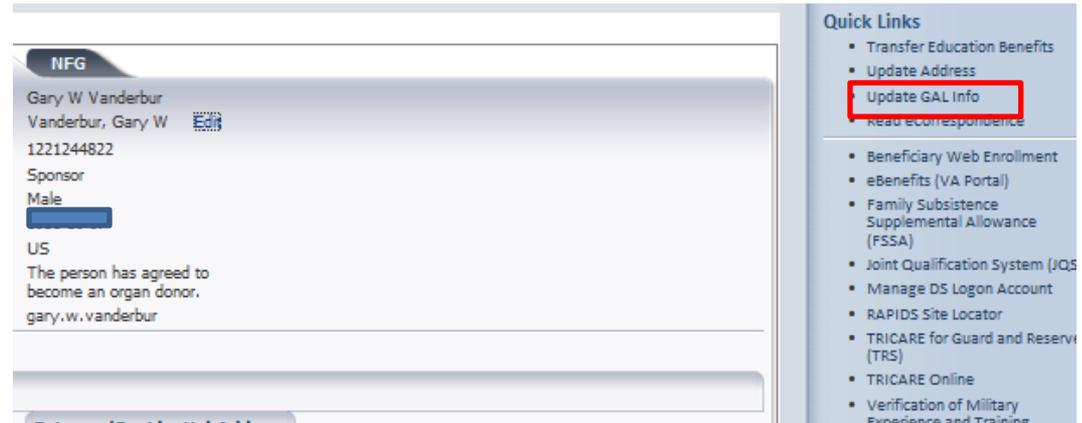
**Phone/Fax Numbers:** Enter your unit's phone & Fax Numbers

**Phone/Fax Numbers**

Fax: (919) 664-7603  
DSN: 5829335  
Commercial/Work: (919) 664-6000 Ext. 46335  
Mobile:   
Secure:   
Pager:

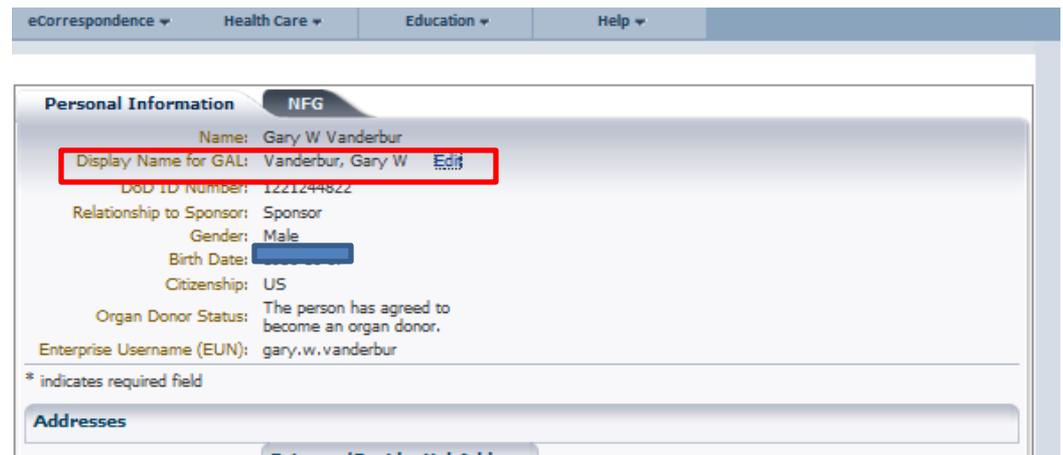
# Updating the Global Address List

1. Under Quick Links, click on the Update GAL link
2. Verify all information is correct before proceeding



3. Ensure your Display Name is displayed correctly.

**NOTE:** The naming convention is LastName, FirstName, Middle (init), Jr., III, etc... and then Rank



# Updating the Global Address List

4. If desired, click on the Edit link to edit your display name then click on Submit.
5. After updating click on the Submit Button at the bottom of the page.
6. You should see your information update in the GAL.
7. This process may take some time. **Please wait 24 hours to ensure changes were submitted successfully.**

The screenshot shows the milConnect website interface. The main content area is titled "Update and View My Profile" and contains several sections: "Family Members", "Personal Information", "Addresses", "Mailing Addresses", "Email Addresses", and "Phone Numbers". The "Personal Information" section is currently active, showing details for Gary W. Vanderbur. A red box highlights the "Edit" link next to the "Display Name for GAL: Vanderbur, Gary W." field. A modal dialog box titled "Display Name for DoD Global Address List (GAL)" is open, allowing the user to update their name. The dialog shows the current value "Vanderbur, Gary W." and the last name "Vanderbur". It has radio buttons for "Full" (selected) and "Custom". The first name is "Gary" and the middle name is "Wayne". There are radio buttons for "Full", "Initial", and "Custom" for the first and middle names. A "Preview" button is visible, showing the preview name "Vanderbur, Gary Wayne". A red box highlights the "Submit and Close" button at the bottom of the dialog. At the bottom of the main page, there are "Submit" and "Reset" buttons, with "Submit" also highlighted by a red box. The top right of the page shows the user is logged in as "Gary Vanderbur".