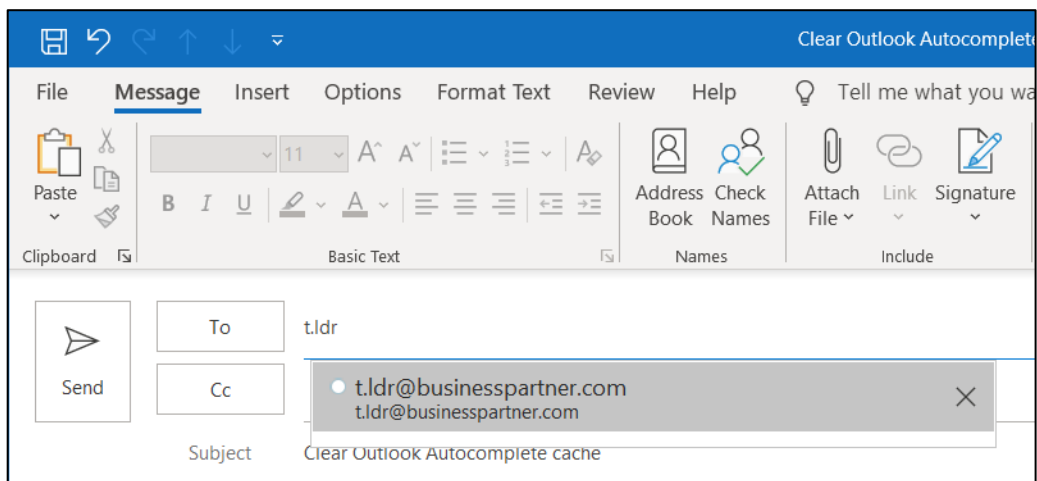


Email Address Book and Calendar Synchronization

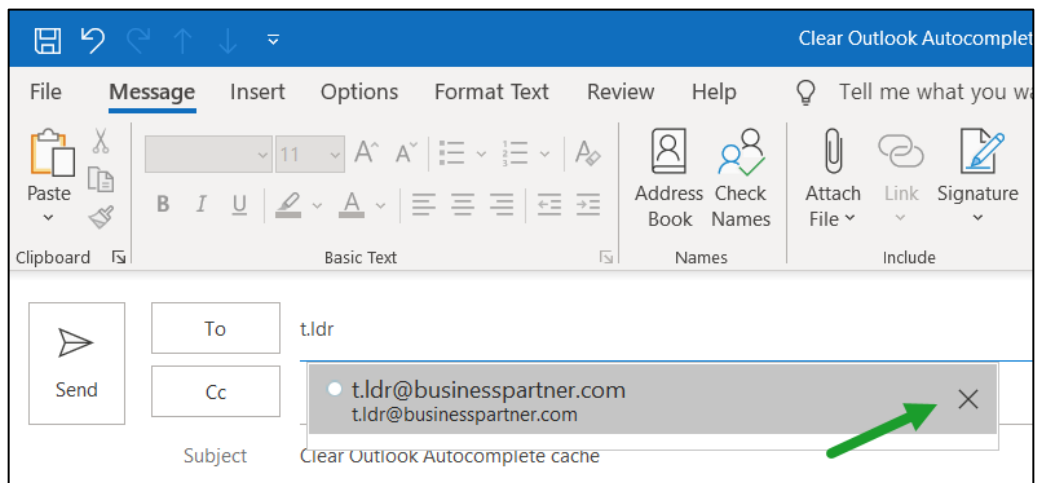
After the Global Address List (GAL) synchronization, there are several steps that Change Healthcare team members will need to complete to take advantage of the features that accompany the synchronization process. This job aid outlines the steps to follow.

Remove AutoComplete list entries individually

1. Open a new mail message and type the first few characters of the AutoComplete entry you want to remove.



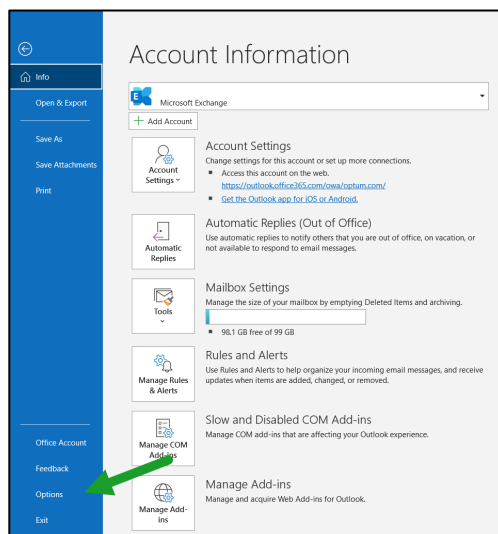
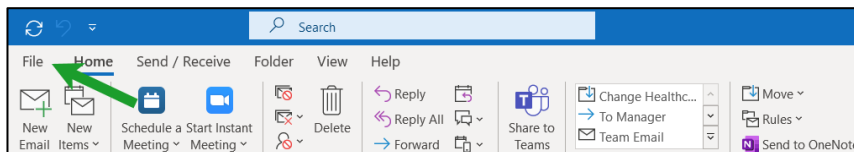
2. When the entry appears in the list of suggestions, move your mouse pointer over the suggestion until it becomes highlighted, but don't select it. When the "X" icon appears next to the highlighted suggestion, click **X** to remove the entry from the list, or press the **Delete** key on the keyboard.



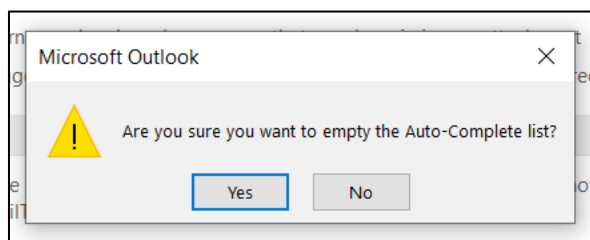
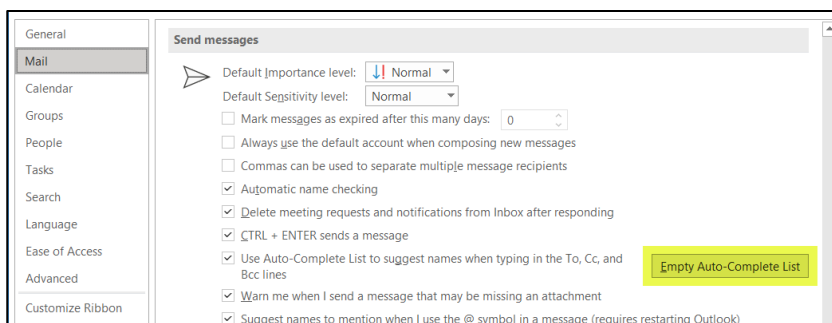
Email Address Book and Calendar Synchronization

Clear entire AutoComplete list

1. Open Outlook. Select the **File** tab, then **Options**.



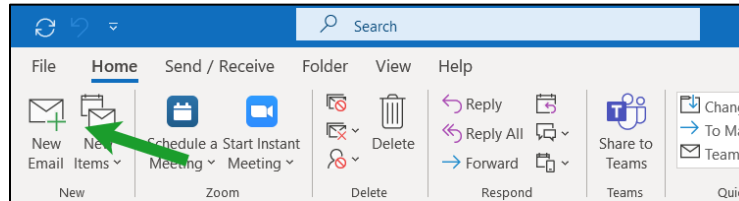
2. Select the **Mail** tab and scroll down to Send Messages. Select the **Empty Auto-Complete List** option. Select **Yes** on the pop up.



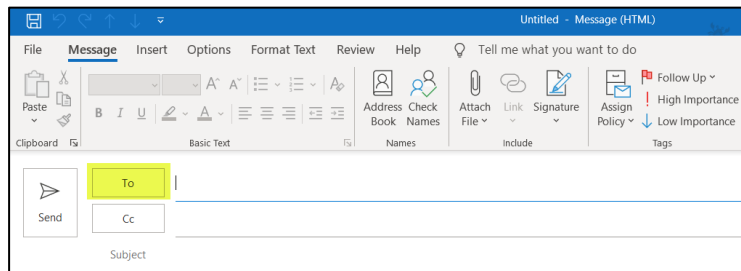
Email Address Book and Calendar Synchronization

Searching for addresses for Email or for Teams External Chat

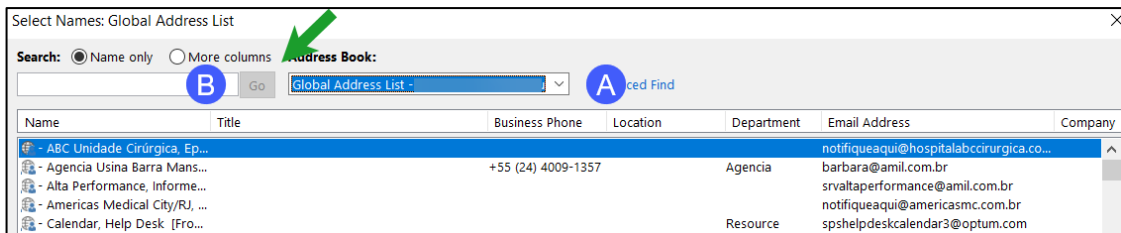
1. Open a new email message by selecting the **New Email** button in the upper left-hand corner.



2. Select the **To** button.



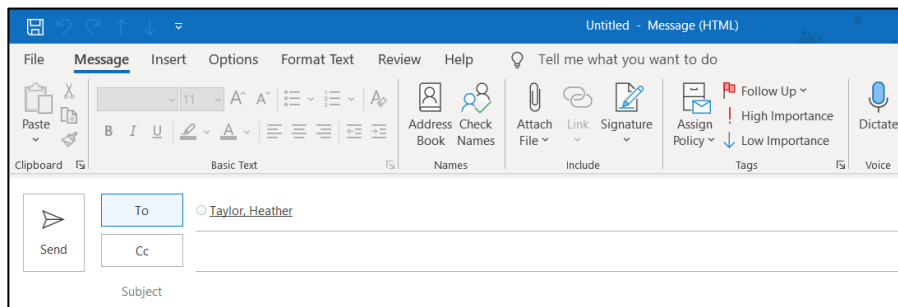
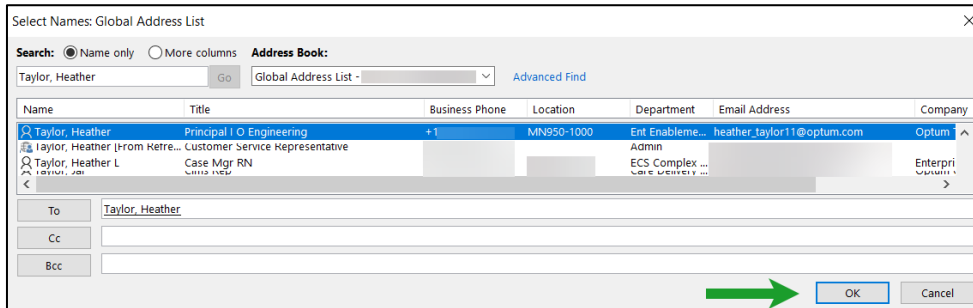
3. **A** - Use the drop-down field to select the **Global Address List** from the options.
B - Enter the last name, first name of the person you are searching for. Select the **Go** button.



Email Address Book and Calendar Synchronization

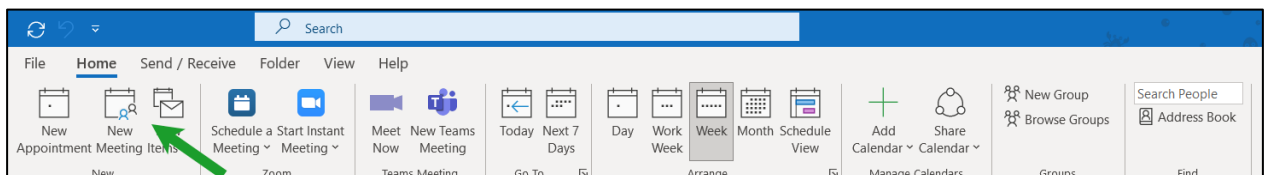
4. After selecting the Go button, the Global Address list will provide a list of names, titles, phone, location, department, and full email address. Double click on the person you are looking for to populate the To field. Select the **OK** button to closed the Address list and return to your email.

Note – make note of the full email address to make use of the external chat feature in Teams.



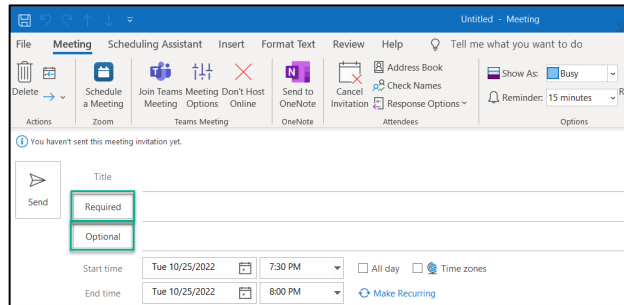
Using the Free/Busy feature in Calendar

1. In the Calendar app, select the **New Meeting** button to open a new calendar meeting invite.

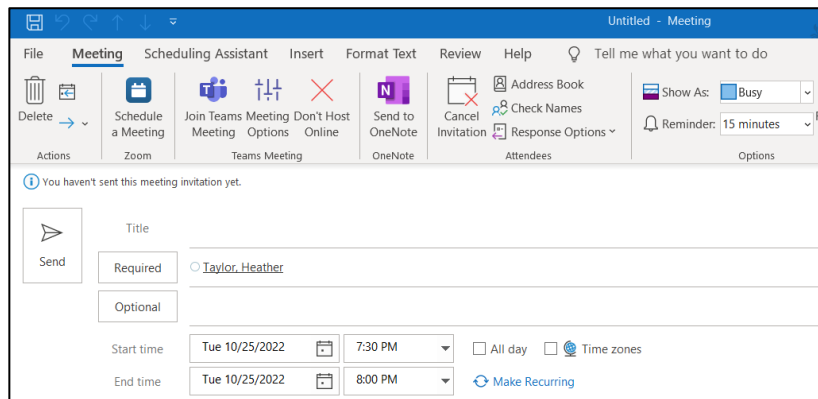


Email Address Book and Calendar Synchronization

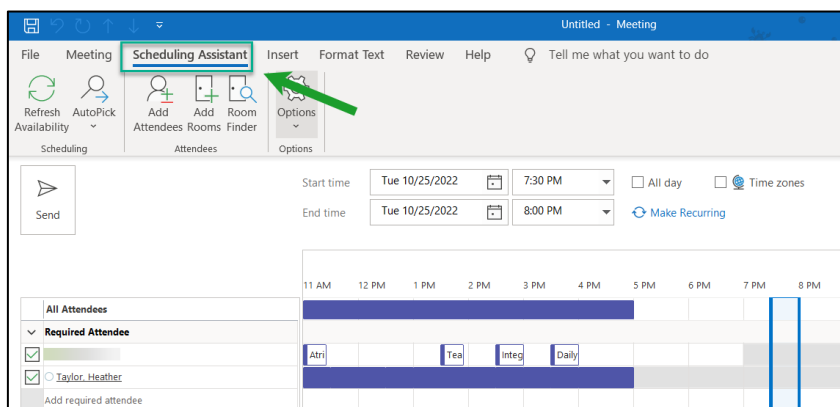
2. Select the **Required** or **Optional** buttons, as appropriate, to open the Global Address List.



3. Follow Steps 3 and 4, from the process above, to populate the Required or Optional field.

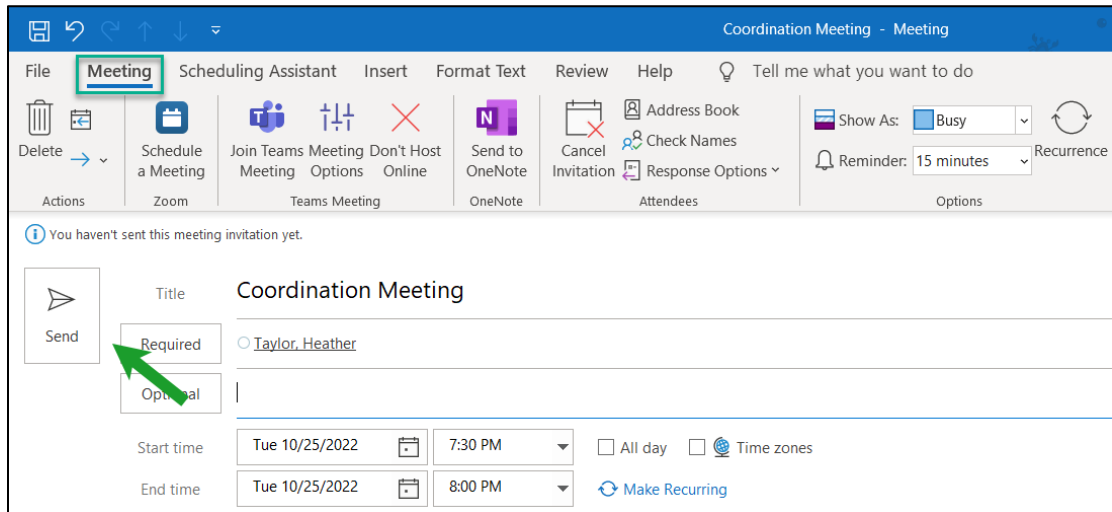


4. Select the **Scheduling Assistant** button at the top to determine your team member's availability to meet. Open spaces indicate free. Blocked spaces indicate that person is not available to meet. By default, team member's calendars will only show free or busy and not the details of the busy meeting times. You can move the appointment bar to a free time slot to set the time for the meeting.



Email Address Book and Calendar Synchronization

5. Select the **Meeting** button to return to the meeting invite. After entering a Title (required), select the **Send** button to send the meeting invite to invited parties.



If you have questions, please contact your IT Helpdesk.