



Updating Your Contact Information in the NMCI Global Address List



NMCI users can update the following contact information in the Navy Marine Corps Intranet (NMCI) Global Address List (GAL):

- Telephone
- Address information
 - Street
 - Post Office (P.O.) box
 - City
 - State/province
 - ZIP/postal code
 - Country/region
- Group/department name

Updating Your Contact Information in the NMCI GAL

To update your contact information in the NMCI GAL, perform the following steps:

| Steps | |
|-------|--|
| 1. | From your desktop, right-click Start . |
| 2. | Click Search . |
| 3. | Click For People . The Find People window appears. From the Look in drop-down list, select Active Directory if it is not already selected. |
| 4. | In the Name box, type your first and last name; or in the E-mail box, type your NMCI e-mail address. Click Find Now . |
| 5. | Select your name from the display results. |
| 6. | Click Properties . The Properties window appears. |
| 7. | On the General tab, update your telephone number. On the Address tab, update your address information (street, P.O. box, city, state/province, ZIP/postal code, and country/region). On the Business tab, update your office information (group/department name). When you are finished updating your contact information, click OK . |
| 8. | Click Close . |

It may take up to 24 hours for the updates to appear in the NMCI GAL.

FOR MORE INFORMATION OR ASSISTANCE:

- Visit the NMCI **User Information** Web page (<http://training/elements/userinfo/userinfo.asp>); or
- Contact the NMCI Help Desk by **telephone** at (866) THE-NMCI / (866) 843-6624 or by **e-mail**:
 - USMC: mailto:helpdesk_usmc@nmci.usmc.mil
 - USN: mailto:helpdesk_navy@nmci-isf.com