



How to Update your Information in the DoD Enterprise Email (DEE), Global Address List (GAL). Army users know it as “Enterprise Email”

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This guide was originally created to help members of the Military Intelligence Readiness Command (MIRC) to update their information in the Mail.mil GAL.

It will work for anyone who uses DoD Enterprise Email.

Defense Manpower Data Center (DMDC) is the database used by DoD

NOTE: This guide assumes you can already access other CAC enabled websites from your computer. If you cannot, please visit: <https://milcac.us> for assistance before proceeding.

The most current version of this presentation can be downloaded from:
[http://milcac.us/files/Update Your GAL Info.pdf](http://milcac.us/files/Update_Your_GAL_Info.pdf)

Go to the ID Card Office (IDCO) online website: <https://idco.dmdc.osd.mil/idco>



ID Card Office Online

Welcome to the RAPIDS ID Card Office Online. Select an option below to update your CAC, manage sponsor or family member ID card information, or find a RAPIDS ID Card Office.

My Profile

Update Contact Information

Update GAL Information

Opt-in TSA PreCheck
(DoD Civilians Only)

Select *CONTINUE*
under the *My
Profile* section

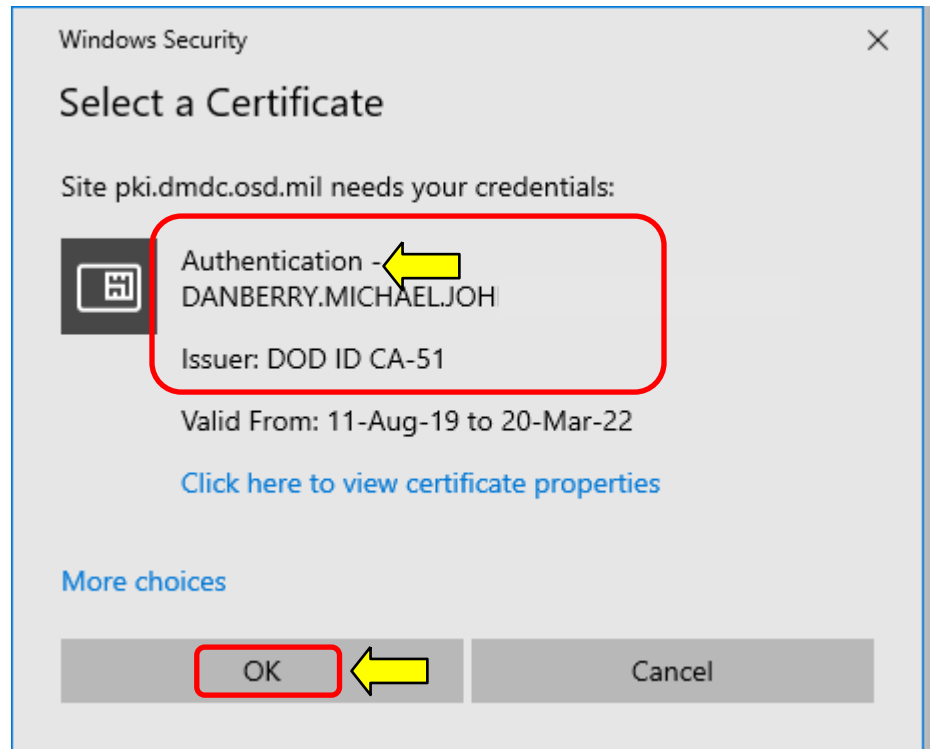
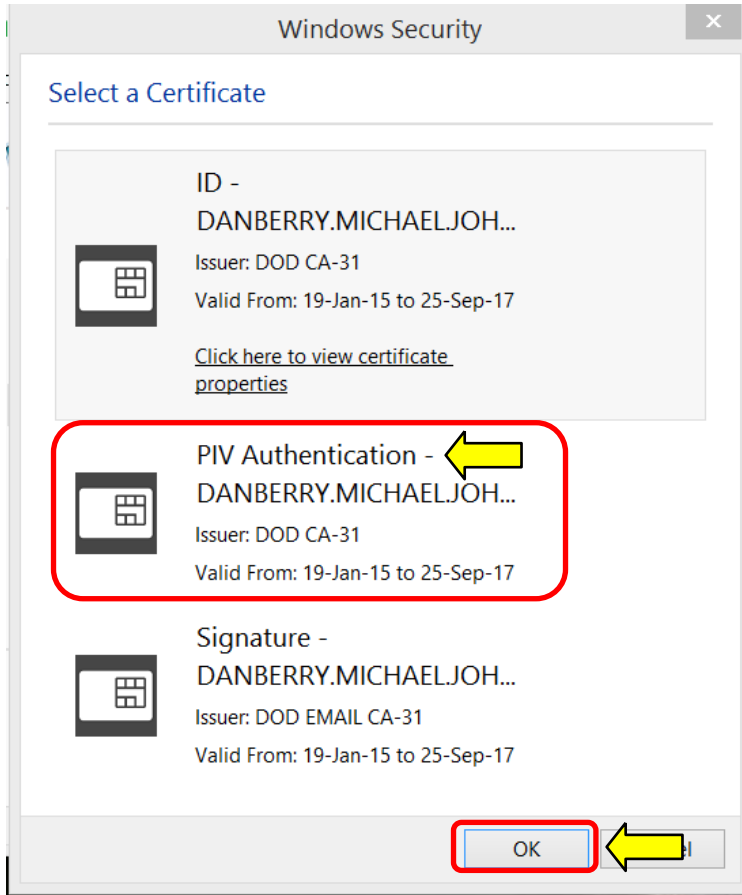
CONTINUE

NOTE: If both you and your spouse have a DEERS account, follow instructions starting on slide 21. Then come back here ₂

Select *Login* under the picture of the CAC (Common Access Card) in the CAC tab



Select PIV Authentication) , click *OK*



If you receive an error message / screen after selecting your CAC certificate, please go through this guide.

<https://milcac.us/tweaks>

Enter your 6-8 digit CAC PIN, select *OK*

ActivClient Login

ActivID®
ActivClient®


Please enter your PIN.

PIN *****

OK Cancel

Read the *Self-Service Consent to Monitor*, click OK

DMDC Information and Technology for Better Decision Making

 milConnect

Self-Service Consent to Monitor

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG beneficiary self-service-authorized use only.

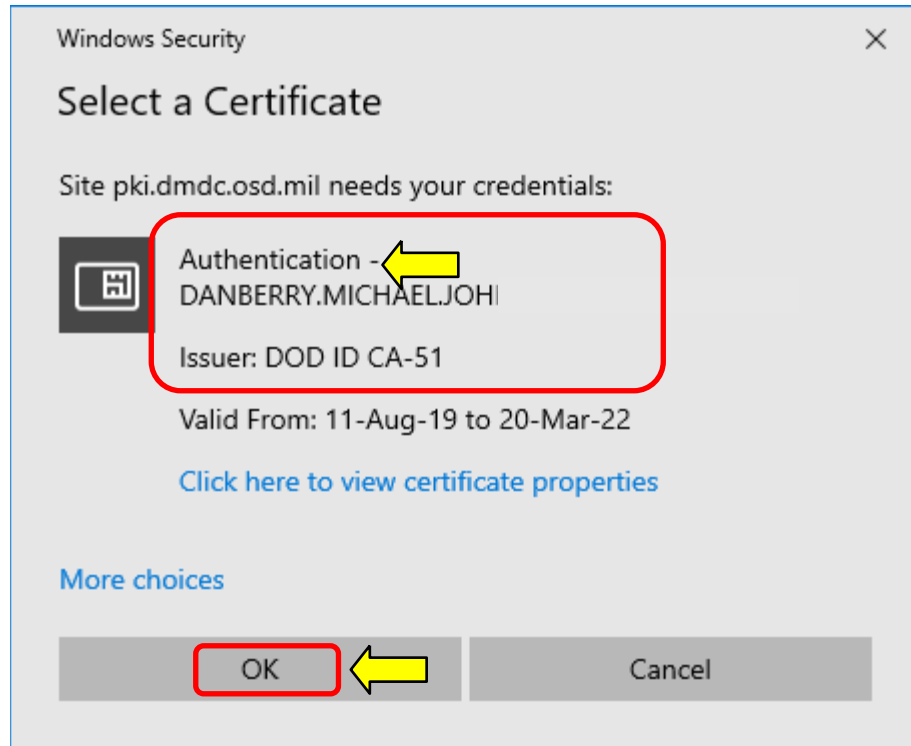
By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- While all personal identifying information (PII) data stored on this IS is protected under the Privacy Act of 1974, all communications using this IS, and the data captured to support this IS, are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

[Contact DMDC](#) || [Accessibility/Section 508](#) || [USA.gov](#) || [No Fear Act Notice](#)

←

Select Authentication, click *OK*



If you receive an error message / screen after selecting your CAC certificate, please go through this guide.

<https://milcac.us/tweaks>

Click CONTINUE (again) under My Profile



ID Card Office Online

Welcome to the RAPIDS ID Card Office Online. Select an option below to update your CAC, manage sponsor or family member ID card information, or find a RAPIDS ID Card Office.

My Profile

Update Contact Information

Update GAL Information

Opt-in TSA PreCheck
(DoD Civilians Only)

CONTINUE

Select *Login* (again) under the picture of the CAC
in the CAC tab



The **Personal** tab displays first. Your Enterprise User Name (EUN), Primary / Residential Address, Email Address(es), and personal Phone Numbers can be updated on this tab further down. This information updates your contact information in DEERS.

Update and View My Profile

Edit your **personal** information on your Personal tab and your work information on your work tab (for example, **MIL**, **CIV**, or **CTR**), so that you receive communications promptly. [Tips](#)

The screenshot shows a navigation bar with three tabs: 'Personal', 'RET', and 'CTR'. The 'Personal' tab is highlighted with a red border and a yellow arrow pointing to it from the left. Below the navigation bar, there are two sections of text: 'Name' with the value 'Danberry, Michael J' and 'Display Name for GAL' with the value 'Danberry, Michael J'. To the right of the 'Display Name for GAL' section, there is a dark blue button with the text 'UPDATE GAL NAME' in white, which is highlighted with a red border and a yellow arrow pointing to it from the bottom right.

NOTE: Select Update GAL Name to edit how your name is displayed in the GAL. Slides 17-20 provide more information

Update your contact information by selecting the desired persona tab [the example is for a CTR]

You may see different tabs depending on your persona(s):

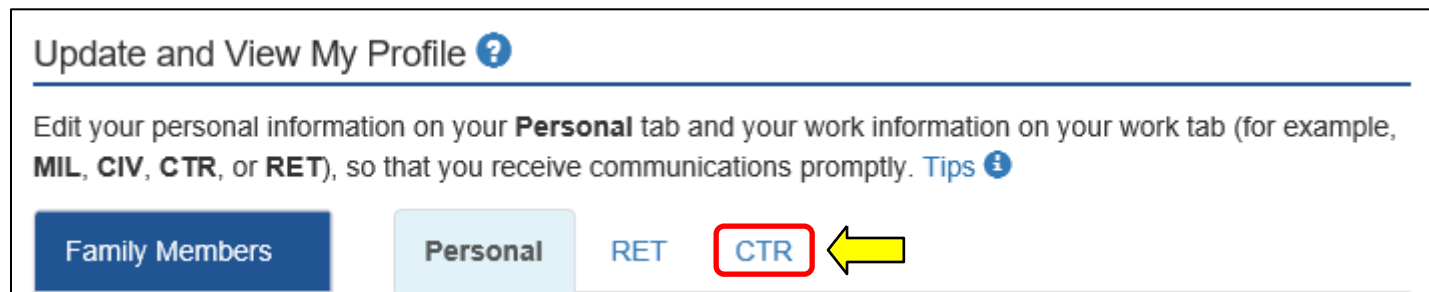
CTR is used for Contractor personnel

MIL is used for Military personnel

CIV is used for Civilian personnel

Some people may have more than one persona tab, if you do, update all tabs.

Multiple tabbed personnel are called “[Dual Persona](#)”



NOTE: RET = Retired, and is not considered “[Dual Persona](#)” by DMDC

MIRC personnel are required to change / update these 3 fields (along with Duty phone number on the next slide)

Change Duty Organization: **United States Army** *

Duty Suborganization: **Military Intelligence Readiness Command** *

Duty Installation/Location: **US Army Reserve Center** *

* Select the drop down menu to change the fields

Update and View My Profile ?

Personal Information CTR

Personnel Status

Persona Type: DoD and Uniformed Service Contractor
DoD Association: DOD and Uniformed Service Contract employee
Administrative Organization: USA
Duty Organization: United States Army
Duty Suborganization: Military Intelligence Readiness Command
Office Symbol:
Job Title:
Duty Installation/Location: US Army Reserve Center
Building:
Room:
Begin Date: 2012-01-01
Projected End Date: 2013-01-01
Persona Username: james.doe.ctr
Persona Display Name: Doe, James CTR USARMY (US)

*indicates required field

Addresses

NOTE: Changing your Duty Installation will automatically affect the location of your mailbox. Every installation is tied to Exchange servers in a specific DECC (Defense Enterprise Computing Center), and changing the installation will move the mailbox [in the background] to the DECC that is designated to support your [new] installation. **NOTE2:** This Does NOT pertain to Basic Class users, only business class (see definitions on page 18).

Changing Duty Installation is the proper method for users who PCS to change the location of their mailbox. EXCEPT for Army Reserve, it will not change to anything other than *US Army Reserve Center*.

MIRC personnel are required to add / update their phone number(s)

Update your Duty address, **work phone number(s)**, along with your SIPR and JWICS e-mail addresses

Update and View My Profile

Personal Information CTR

Personnel Status

Persona Type: DoD and Uniformed Service Contractor
DoD Association: DOD and Uniformed Service Contract employee
Administrative Organization: USA
Duty Organization: United States Army
Duty Suborganization: --HQDA Chief Information Officer/G-6
Office Symbol:
Job Title:
Duty Installation/Location: Pentagon, Arlington, VA
Building:
Room:
Begin Date: 2012-01-01
Projected End Date: 2013-01-01
Persona Username: james.doe.ctr
Persona Display Name: Doe, James CTR USARMY (US)

*indicates required field

Addresses

CTR Duty Address

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

Personnel e-mail Addresses

Please designate a permission preference for your primary personnel e-mail address. If your preference is set to Yes, you will be notified of benefit change correspondence via e-mail from the DoD and VA, when available. If your permission preference is No, you will be notified of benefit change correspondence via US mail.
Primary Personnel E-mail: james.doe.ctr@us.army.mil Yes No

SIPRNet E-mail Address

Primary
Secondary
Tertiary

JWICS E-mail Address

Primary
Secondary
Tertiary

Phone/Fax Numbers

Fax:
DSN:
Commercial/Work: Ext.
Mobile:
Secure:
Pager:

If the above information is incorrect then contact DOD Sponsor

Enter duty (work) address here

This email address is pulled from your CAC

Enter SIPRNet E-mail address(s) here
(only if you have one)

Enter JWICS E-mail address(s) here
(only if you have one)

**ENTER DUTY PHONE
NUMBER(S) HERE**

To change items that were not possible through milConnect, such as Sponsor information, personal information, and work start dates indicated in this presentation, it will be necessary to contact the authoritative source for that item. The following is a list that may help in correcting information that is not changeable by you.

DEERS / RAPIDS ID card office <http://www.dmdc.osd.mil/rsl>

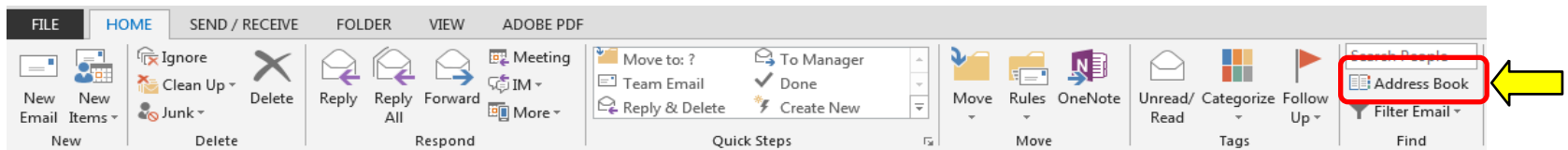
Contractors should contact their SPOC (Service / Agency Point of Contact) through local TA (Trusted Agent) with use of TASS (Trusted Associate Sponsorship System)

Web Site: <https://www.dmdc.osd.mil/tass/>

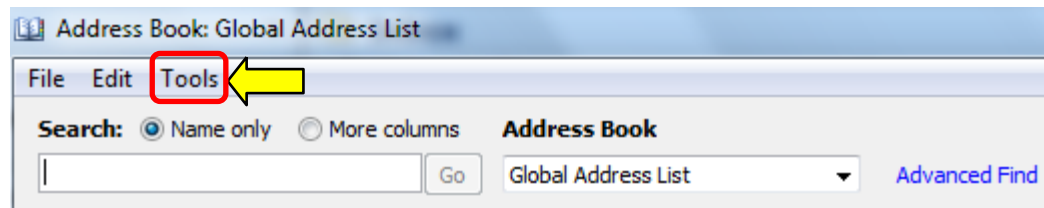
For other personnel data fields, government civilians and military should contact their personnel office / S1 as this data flows from official personnel records into DMDC.

How to make the Global Address List the first list that shows up instead of Fort Gordon (or the installation you are on) when using Outlook. (Not available when using webmail)

Open Outlook, click on the Address book icon

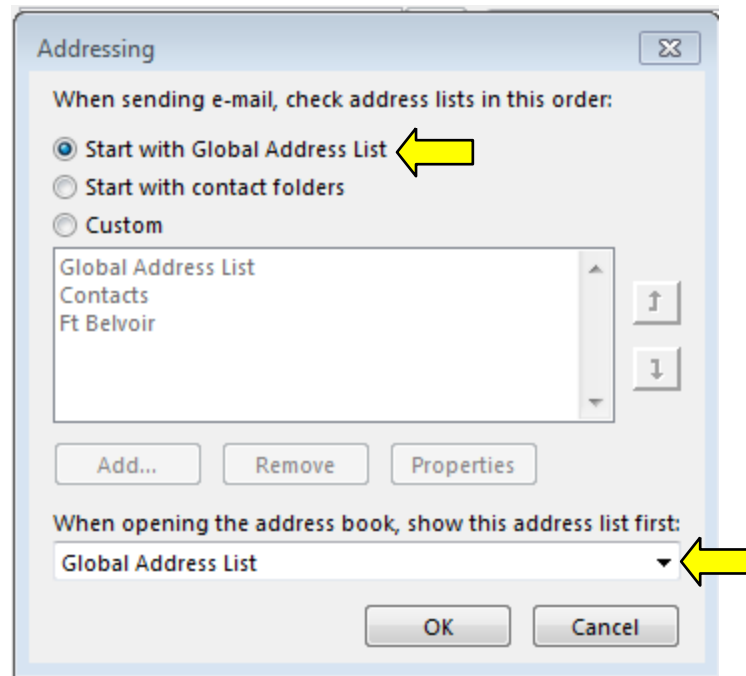


Click *Tools*, select: *Options...*



How to make the Global Address List the first list that shows up instead of Fort Gordon (or the installation you are on). When using Outlook (Not available to webmail only users)(continued).

Select the circle next to *Start with Global Address List*




NOTE: Select the drop down for “When opening the address book, show this list first:” and change it to “Global Address List.”

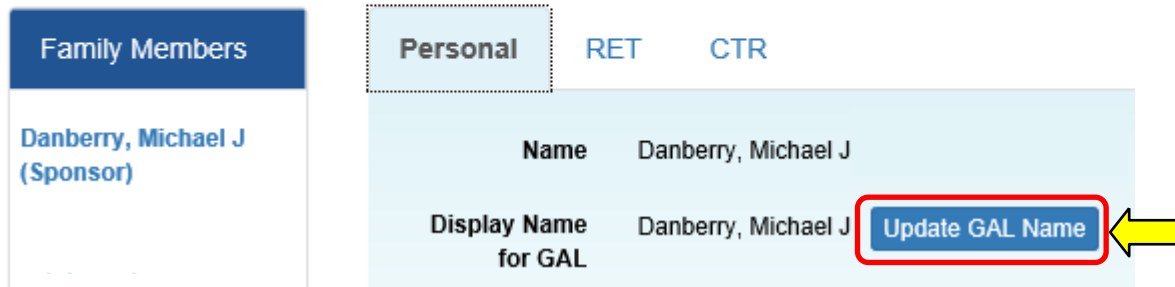
How to change the “name portion” of your display name in the GAL (mentioned in slide 7)

The “name portion” of the display name includes your last name, first name, middle name, and nickname.

Select: Update GAL Name to start making changes

Update and View My Profile

Edit your personal information on your **Personal** tab and your work information on your work tabs (**MIL**, **CIV**, **CTR**, or **RET**), so that you receive communications promptly. [Tips](#) 



The screenshot shows the 'Update and View My Profile' interface. On the left, there is a sidebar with a 'Family Members' tab and a list item for 'Danberry, Michael J (Sponsor)'. The main content area has three tabs: 'Personal', 'RET', and 'CTR'. The 'Personal' tab is selected and highlighted with a dotted border. Below the tabs, there is a table with two rows: 'Name' and 'Display Name for GAL', both showing 'Danberry, Michael J'. To the right of the 'Display Name for GAL' row, there is a blue button labeled 'Update GAL Name', which is highlighted with a red rectangular box. A yellow arrow points to the right side of this button.

	Personal	RET	CTR
Name	Danberry, Michael J		
Display Name for GAL	Danberry, Michael J		

How to change the “name portion” of your display name in the GAL (continued)

This screen provides you options to alter parts of the name portion of your display name, including adjusting capitalization, and adding hyphens or apostrophes. The current value of a user’s display name is shown at the top.

To modify your display name, select the desired option(s) and/or enter desired personal information. **Custom** allows the insertion of **special characters** (dots, dashes, and apostrophes) and “camel-case” **capitalization** (i.e., “Mcdonald” to “McDonald”), but the **letters must remain the same**.

Display Name for DoD Global Address List (GAL)

Current Value: Danberry, Michael J

Last Name: Danberry

Full Custom*

First Name: Michael

Full Initial Custom*

Middle Name: Jr

Full Initial Custom*

Cadency: No Cadency Found.

Preferred First Name^:

Preview:

How to edit the “name portion” of your display name in the GAL (continued)

- 1) You can change how your Last Name is displayed by selecting: **Full** or **Custom** by selecting the desired radio button (**blue arrow**).
- 2) You can change how your First Name is displayed by selecting: **Full**, **Initial**, or **Custom** by selecting the desired radio button (**red arrow**).
- 3) You can change how your Middle Name is displayed by selecting: **Full**, **Initial**, or **Custom** by selecting the desired radio button (**purple arrow**).
- 4) If you prefer to use a **nickname**, (a nickname can be entered in the “Preferred First Name” field) (**green arrow**). Preferred First Name entries should use common sense, good discretion, and professional judgment. (Example: Mike for Michael)



Display Name for DoD Global Address List (GAL)

Current Value:
Doe, Jane Lynn

Last Name:
Doe
 Full Custom* ← **blue arrow**

First Name:
Jane
 Full Initial Custom* ← **red arrow**

Middle Name:
Lynn
 Full Initial Custom* ← **purple arrow**

Cadency:
No Cadency Found.

Preferred First Name:
← **green arrow**

[Preview](#)

Preview:

[Submit and Close](#) [Reset](#) [Cancel](#)

* You may only change letters to uppercase or lowercase and add or remove special characters. The only special characters that can be added are a dot (.), a dash (-) or an apostrophe (').

How to edit the “name portion” of your display name in the GAL (continued)

An example showing how a person would change to display a custom first name, full middle name, and a custom last name is shown

Display Name for DoD Global Address List (GAL)

Current Value:
Mcdonaldokelly, Latonya L

Last Name:
Mcdonaldokelly
 Full Custom*
McDonald-O'Kelly

First Name:
Latonya
 Full Initial Custom*
LaTonya

Middle Name:
Lynn
 Full Initial Custom*

Cadency:
No Cadency Found.

Preferred First Name:

Preview

Preview:
McDonald-O'Kelly, LaTonya Lynn

Submit and Close **Cancel**

* You may only change letters to uppercase or lowercase and add or remove special characters. The only special characters that can be added are a dot (.), a dash (-) or an apostrophe (').

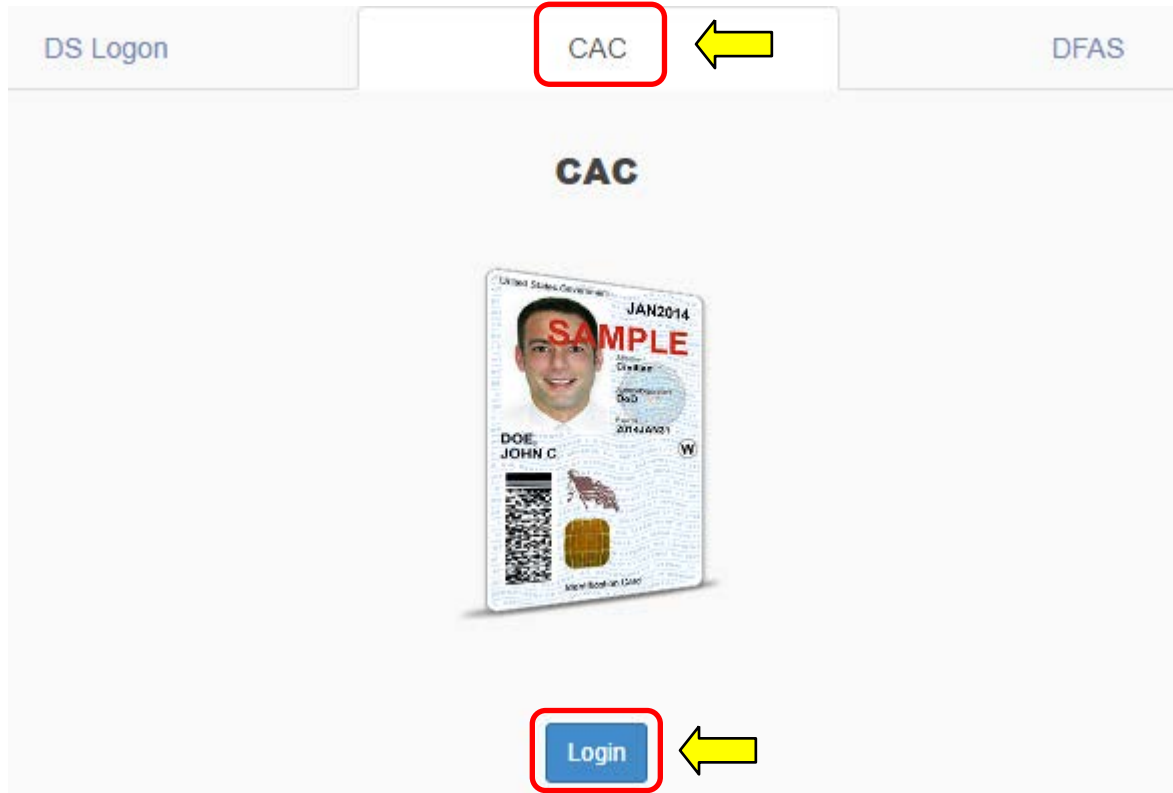
Old version
vs.
New version

Select *Preview* to preview your modified display name. Select *Submit and Close* when satisfied.

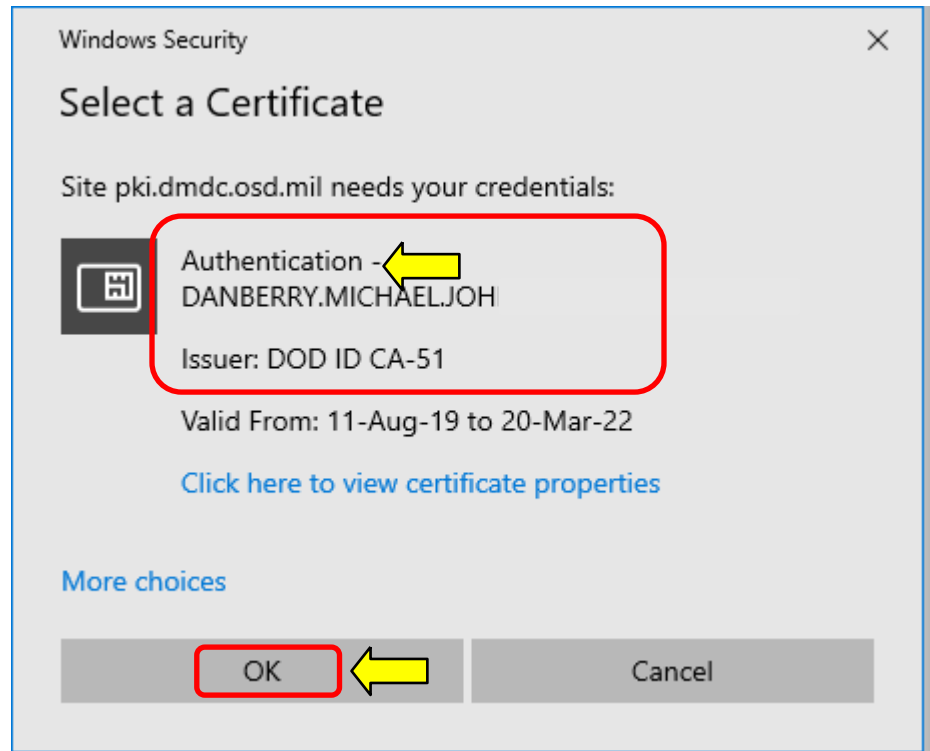
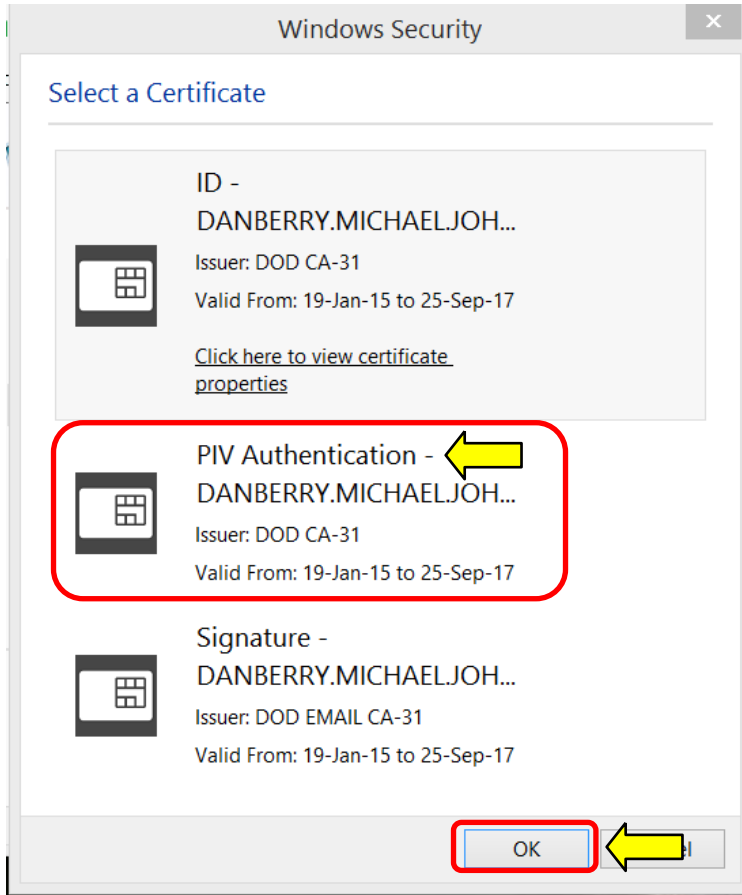
If both you and your spouse have a DEERS account, you may need to go to the DMDC milConnect website: <https://www.dmdc.osd.mil/milconnect> select *Update personal contact info*

The screenshot shows the milConnect website interface. At the top, there are logos for the Department of Defense and DMDC, followed by the text "milConnect" and the tagline "Serving those who serve our country." A "Sign In" button and a link for "New User? Start here." are visible in the top right. Below the header is a navigation bar with a home icon and a "FAQ" dropdown menu. The main content area features a large image of a fighter jet cockpit. Below the image is a red banner with the text "I want to...". Underneath this banner is a grid of nine blue buttons, each with a right-pointing arrow and text. The first button, "Update personal contact info", is highlighted with a red rectangular border and a yellow arrow pointing to it from the left. The other buttons are: "View Primary Care Manager (PCM)", "Update family members in DEERS", "Transfer my education benefits", "Update work contact info (GAL)", "Update my name in DEERS", "View my health care coverage", "Obtain proof of health coverage", and "Retrieve my correspondence". At the bottom of the grid, there is a text prompt: "Don't see what you are looking for? Browse the menus or check our FAQ." and a "More Goals" button with a dropdown arrow.

Select *Login* under the picture of the CAC (Common Access Card) in the CAC tab



Select PIV Authentication) , click *OK*



If you receive an error message / screen after selecting your CAC certificate, please go through this guide.

<https://milcac.us/tweaks>

Enter your 6-8 digit CAC PIN, select *OK*

ActivClient Login

ActivID®
ActivClient®


Please enter your PIN.

PIN *****

OK Cancel

Read the *Self-Service Consent to Monitor*, click OK

DMDC Information and Technology for Better Decision Making

 milConnect

Self-Service Consent to Monitor

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- At any time, the USG may inspect and seize data stored on this IS.
- While all personal identifying information (PII) data stored on this IS is protected under the Privacy Act of 1974, all communications using this IS, and the data captured to support this IS, are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

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Dual DEERS personnel specific page

If you are married to a current or retired military member and cannot get your information to show you as being the Sponsor, you may be showing up as a family member.

Click *Change Sponsor*



The screenshot shows the milConnect user interface. On the left, there are the Department of Defense and DMDC logos. The text "milConnect" is prominently displayed, with the tagline "Serving those who serve our country." below it. On the right, the user is signed in as "Michael Danberry". Two buttons are visible: a red "Sign Out" button and a blue "Change Sponsor" button. The "Change Sponsor" button is highlighted with a red rectangular border, and a yellow arrow points to it from the right side of the image.


Dual DEERS personnel specific page

Select your name from the Sponsor drop down menu, click *Save*

Select Sponsor

Please choose the sponsor under which you would like to view your benefits. Your benefits and personal information will change depending on which sponsor you choose.

Current sponsor is: Michael Johnny Danberry

Sponsor 



Now you can return to slide 2 to continue with this guide updating your GAL Information

Abbreviations, Acronyms, and Terms

Acronym / term	Definition
Basic Class User	512MB storage, webmail access ONLY
Business Class User	4GB storage, Outlook access on Government owned computers, Government mobile device access, and webmail access
CAC	Common Access Card
CVS	Contractor Validation System, replaced by TASS
DECC	Defense Enterprise Computing Center
DEERS	Defense Enrollment Eligibility Reporting System
DISA	Defense Information Systems Agency
DMDC	Defense Manpower Data Center
DoD	Department of Defense
EE	Enterprise Email
GIG	Global Information Grid
GAL	Global Address List
IASO	Information Assurance Security Officer
IE	Internet Explorer
IMO	Information Management Officer
NETCOM	(Army) Network Enterprise Technology Command
RAPIDS	Real-Time Automated Personnel Identification System
SPOC	Service / Agency Point of Contact
TA	Trusted Agent
TASS	Trusted Associate Sponsorship System (replaced CVS)
TNOSC	Theater Network Operations and Security Center
TTP	Tactics, Techniques, and Procedures

Changes can take between 4 to 48 hours to
show

Presentation created and maintained by:

Michael J. Danberry

<https://MilitaryCAC.com>

If you have questions, visit:

<https://militarycac.com/questions.htm>