<p style="text-align:center; color:red;">Individual employee phone numbers should be maintained
in the Global Address List (GAL) in Outlook.</p>

To update Outlook
To update Vista

To change your Phone Number in Outlook (in the Global Address List) follow the instructions below:

- Open Microsoft Identity Manager *(linked from Administrative page under Tools for Teams box)*

- Select Edit my profile

- When the dialog window opens, click on the Contact Info tab, enter your office phone number and then select OK to close the window

- It may take 24+ hours for the change to reflect in the GAL address book.

- You will not have access to update all fields (Job Title or Department for example), these will require a yourIT ticket. View details on yourIT KB0013947.

Are you also a Program Coordinator?

To request an update to an entry in the NF/SGVHS Directory (ONLY for Program Coordinator/Service/Section/clinic phone numbers, *NOT individual employee phone numbers**), please use the appropriate "request update" link provided on the Directory page. *Remember: as of February 2021, individual employee phone numbers are maintained in Outlook's Global Address list (see instructions at the beginning of this document).*

Updating your phone number in VistA:

Sign in to VistA and from your main menu enter the following:

Phone
From the Phone Directory Option you will select the Update Phone Directory

At the Select Phone Directory Option: enter the following and then hit enter
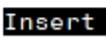
Update
It should open to a screen similar to this one with your information.

```
        TITLE:
      SERVICE:
    MAIL CODE:
     ROOM NO:
 OFFICE PHONE: 1234      ◄───────────  Enter your ext here
   HOME PHONE:
  VOICE PAGER:
DIGITAL PAGER:
   FAX NUMBER:
EMAIL ADDRESS:
```

Tab down until you get to the Office Phone field and enter your phone extension.

Tab down until you see the Command: line and type **save** and hit enter then type **exit** and hit enter to return to the Select Phone Directory Option:

```
Exit     Save      Refresh

Enter a command or '^' followed by a caption to jump to a specific field.

                    Type save then hit the enter key, then type exit and hit the enter key.

COMMAND: ███████████████████████        Press <PF1>H for help    Insert
```