

Individual employee phone numbers should be maintained in the Global Address List (GAL) in Outlook.

[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)

The screenshot shows the U.S. Dept. of Veterans Affairs Self Service Portal. The page is titled "Welcome," and features a navigation menu on the left with the following items: Home, Distribution Groups (DGs) (My DGs, My DG Memberships), Users (My Profile, My Direct Reports), and Requests & Approvals (Manage My Requests, Approve Requests). The main content area is divided into three sections: "Distribution Groups (DGs)" with links for "Manage my DGs", "Join a DG", and "See my DG memberships"; "Users, Profiles, and Passwords" with a link for "Edit my profile"; and "Requests" with links for "Approve requests" and "See requests I've made". A red arrow points to the "Edit my profile" link in the "Users, Profiles, and Passwords" section.

- Select Edit my profile

Forefront Identity Manager -- Webpage Dialog

General | **Work Info** | **Contact Info** | Relationship Info | Applications

More information

Office Phone

Fax

1VA: IP Phone

1VA: Pager

Mobile Phone

1VA: Home Phone

Office Location

Street Address 250610

City Lake City

OK Cancel

- 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

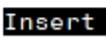
Update

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 
```