D&S Helpdesk

Updating Address Book for Exchange 2013

Daniel Sui - 2018-10-05 - 0 Comments - in email

Creating contacts in Exchange Admin Center generally takes 24 hours for it to update and show in the address book for users. Below is a method to manually push the contact to their address book

Run in Exchange Management Shell

Get-OfflineAddressBook "Default Offline Address Book (Ex2013)" | Update-OfflineAddressBook

Client side:

1. Click File tab, Click on Account Settings, and then click **Download Address Book**.
2. In the **Offline Address Book** dialog box, make sure that the **Download** changes since last Send/Receive check box is checked.
3. Click OK.