

## Contact Options

With this option, it is possible to select which address book to search first when looking for the name of a contact.

### Contact Options

🖥️ Click the **Options** link in the **upper right** corner of the **Outlook Web Access** window (see

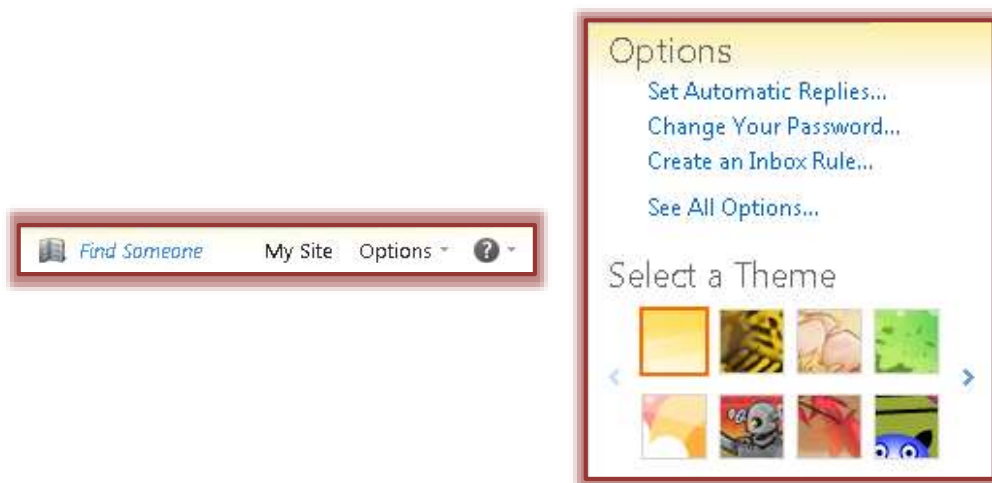
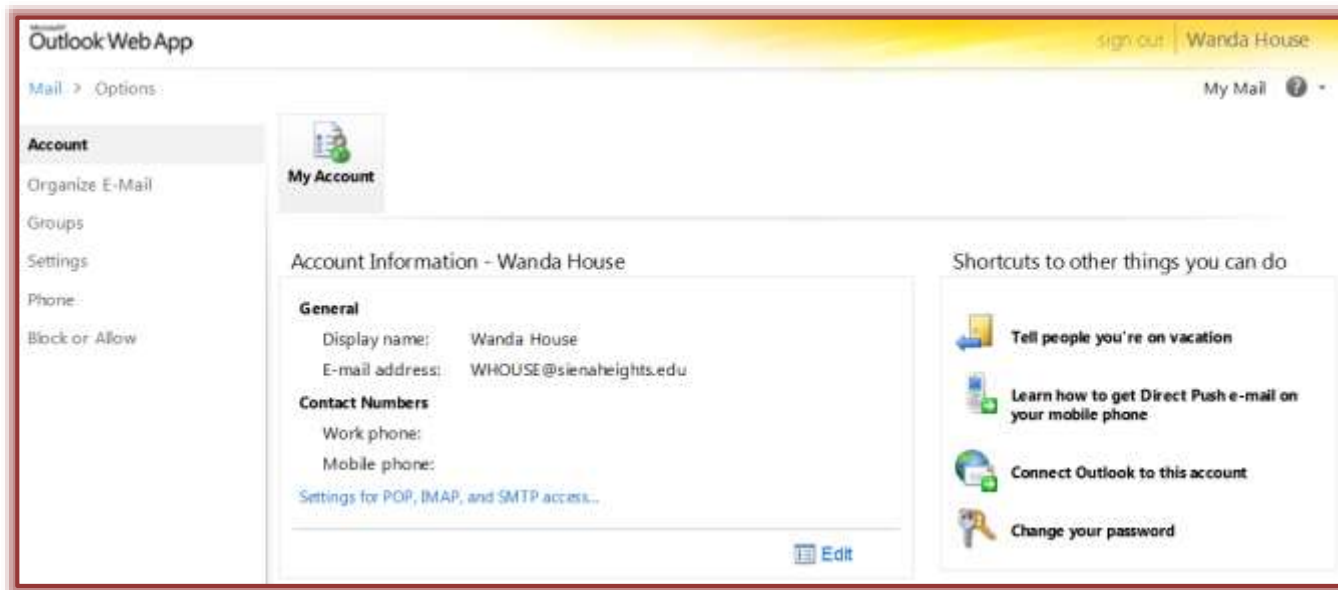


illustration below).

🖥️ In the list that appears, click the **See All Options** link.

🖥️ The **Options** window will display with the **Account** option selected (see illustration below).



🖥️ Click the **Settings** link on the left side of the window.

🖥️ Click the **General** button at the top of the window (see illustration on next page).

🖥️ The **General Settings** window will display.

🖥️ In the **Email Name Resolution** area, click one of the available options. These are:

- ✦ **Global Address List:** To set the organization's address list as the first place to search for a contact, click this option button.

- ✦ **Contacts:** To set a Personal Contact's List as the area to search first for a contact, click this option.



- 🖱 Once the selections have been made, click the **Save** button in the bottom right corner of the window.