

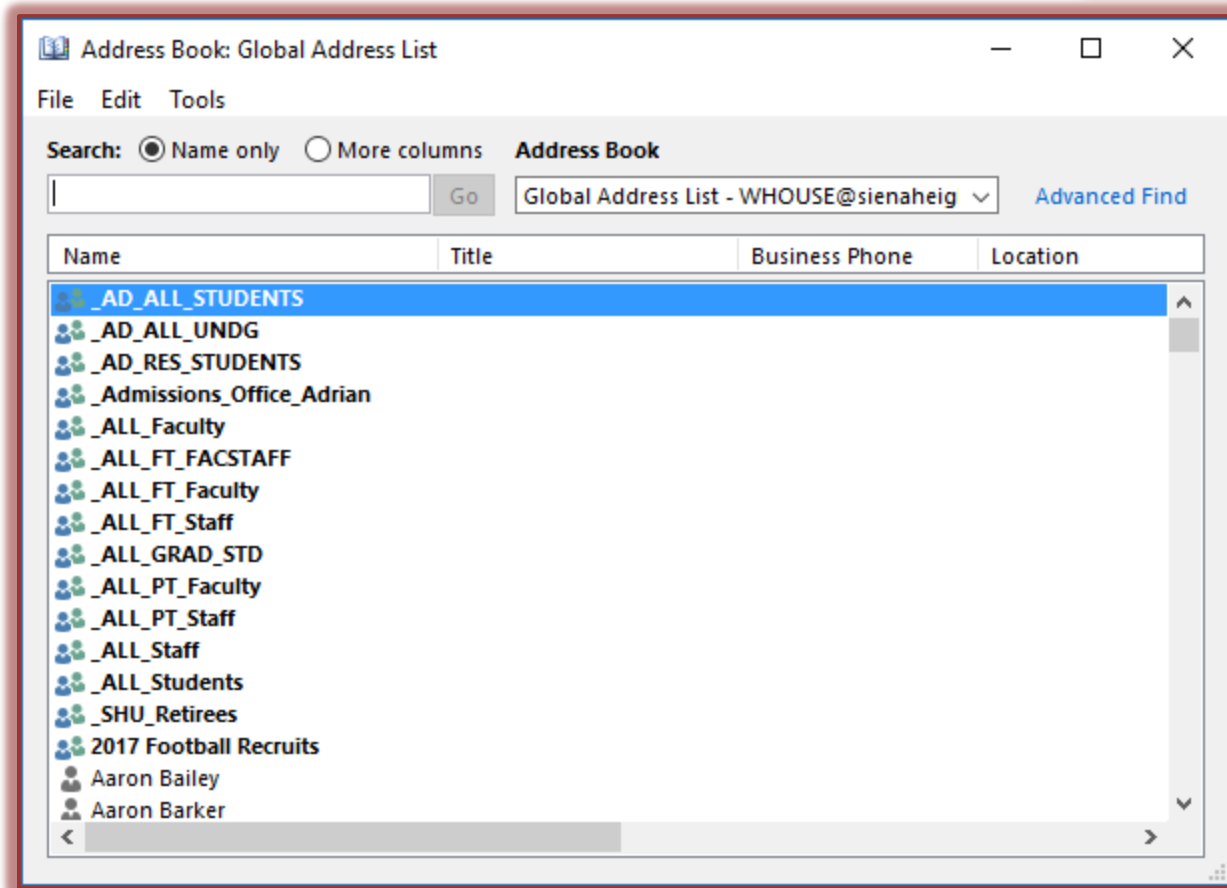
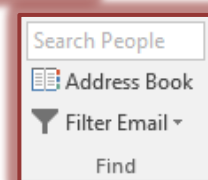
CHANGE THE ORDER OF ADDRESS BOOKS

When Exchange Server is being used for e-mail, the Global Address List becomes the default Address Book for sending email messages. Sometimes, users prefer to have the Contacts folder display first rather than the Global Address List. To change the order in which the Address Books are displayed, complete the instructions below.

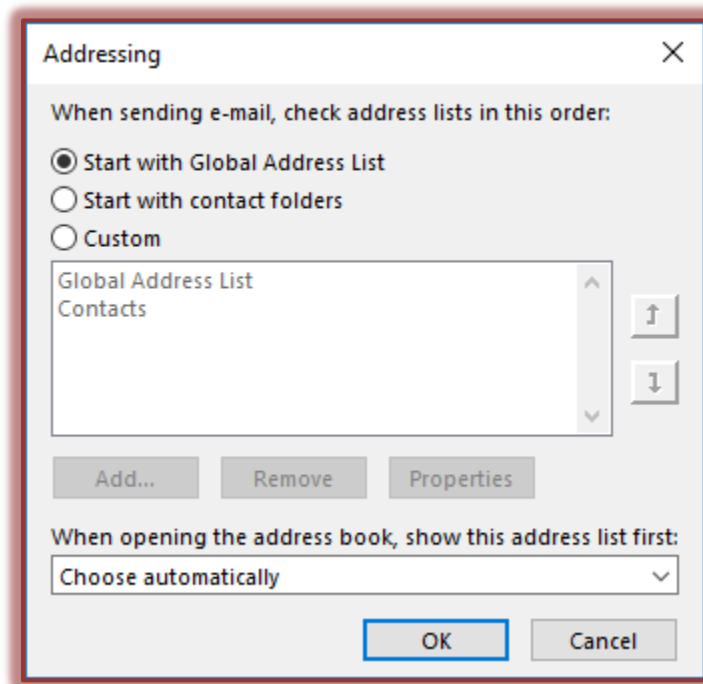
- ✦ Click the **Mail** button in the **Folder Pane**.



- ✦ On the **Contact Tab** in the **Find Group**, click on the **Address Book** button.
- ✦ The **Address Book** window will display.
- ✦ Click **Tools** on the **Menu Bar** in the **Address Book** window.
- ✦ Click **Options** from the list that appears.



- ✦ The **Addressing** dialog box will appear.
- ✦ Click the drop-down arrow for **When opening the Address Book, Show this address list first**.



- ✦ Click your local address book, which should be called **Contacts**.
 - ✦ There may be more than one list displayed.
 - ✦ Make sure to select **Contacts** under **Outlook Address Book**.
- ✦ Go to the list under **When sending email, check Address lists in the following order**.
- ✦ Click on **Start with Contacts Folders** to select that option.
- ✦ Click the **Up arrow** to move that list to the top.
- ✦ Click **OK**.
- ✦ Click the **Close** button to exit from the **Address Book** dialog box.
- ✦ The next time you send an email message, the **Contacts** list will appear in the **Address Book** area.