

**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.

₁ Click the Inbox button in the Folder Pane.
₂ On the Contact Tab in the Find Group, click on the Address Book button (see illustration below).

₂ The Address Book dialog box will display (see illustration below).

₃ Click Tools on the Menu Bar in the Address Book dialog box.
₃ Click Options from the list that appears.
₃ The Addressing dialog box will appear (see illustration on next page).
₃ 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 e-mail message, the Contacts list will appear in the Address Book area.