

## CHANGING THE ORDER OF ADDRESS BOOKS

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



- ✦ Click on the **Address Book** icon in your Inbox (see illustration at right).
- ✦ The **Address Book** dialog box will display (see illustration below left).
- ✦ Click **Tools** on the **Menu Bar** in the **Address Book** dialog box.
- ✦ Click **Options** from the list that appears.
- ✦ The **Addressing** dialog box will appear (see illustration below right).
- ✦ Click the drop-down arrow for **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 the **Contacts** under **Outlook Address Book**.
- ✦ Go to the list under **When sending mail, check names using these Address lists in the following order**.
- ✦ Click on **Contacts** to select that option.
- ✦ Click the **Up** arrow to move that list to the top.
- ✦ Click the **Apply** button and then 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 **Show Names from the box**.

