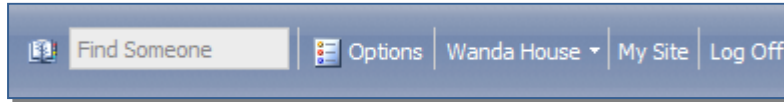


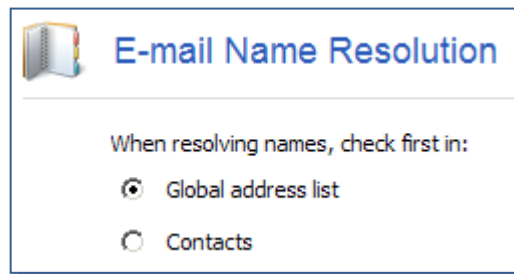
## Contact Options

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

- Click the **Options** link in the upper right corner of the **Outlook Web Access** window (see illustration at right).



- Click the **General Settings** link on the left side of the window.
- The **General Settings** window will display.
- In the **Email Name Resolutions** area (see illustration below), 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 changes have been made, click the **Save** button (see illustration at right)

