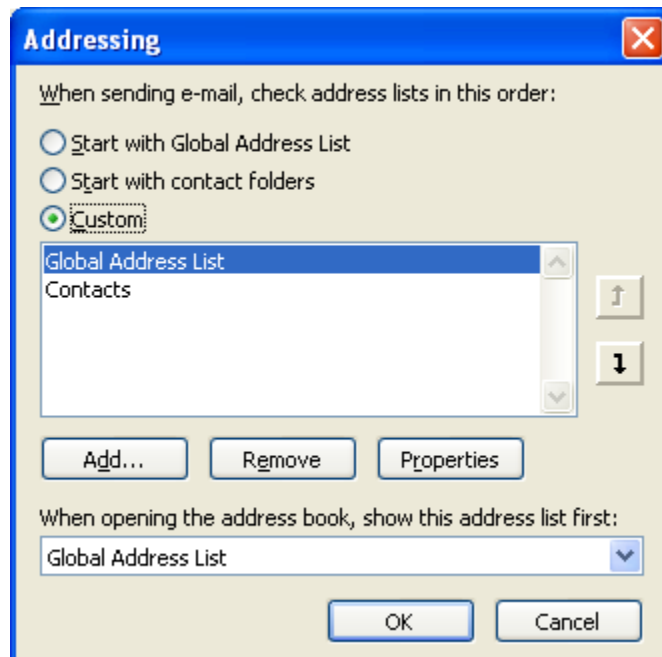


Step 5: Address Books in Outlook/OWA

Perform the following actions in your desktop Outlook (the “old” Outlook)

Users of Outlook 2010

1. Home [tab\ribbon]
2. Address Book [icon to far right]
3. Tools [menu in Address Book window]
4. Options [Tools pull-down menu]
5. Custom [radio button]
6. Add [button]
7. Global Address List [highlight]
8. Add [button]
9. Keep only Global Address List and Contacts
10. Remove any extra Address Books
11. Use the Up/Down [arrow keys] to set the order with Global Address List first and Contacts second.
12. OK [button]



Users of Outlook 2007

1. Address book icon (located in the tool bar across the top)
2. Tools [menu in Address Book window]
3. Options [Tools pull-down menu]
4. “*Show this address list first:*” field
 - a. Select “Global Address List”
5. “*Keep personal addresses in:*” field
 - a. Select “Contacts”
6. “*When sending mail, check names using these address lists in the following order:*” field
 - a. Global Address List
 - b. Contacts
 - i. If those two do not appear
 1. Click Add and select
7. If more than 6a and 6 b appear
8. Click to highlight the extra
 - a. Click Remove
9. Use the Up/Down [arrow keys] to set the order with Global Address List first and Contacts second.
10. OK [button]

