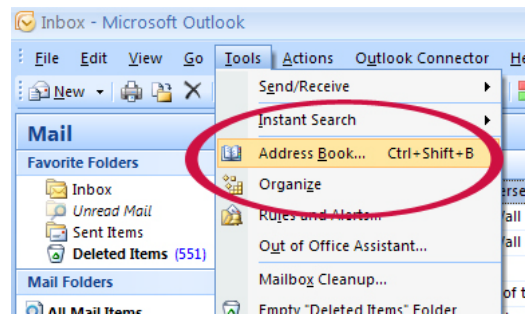
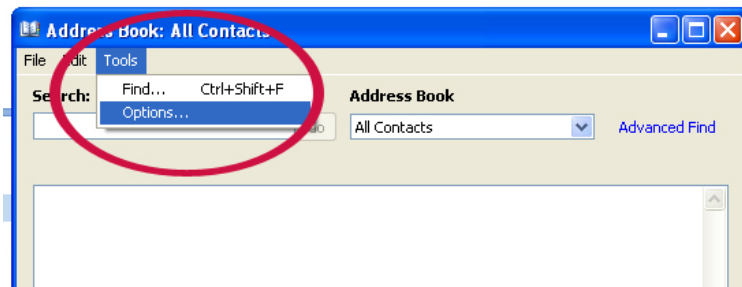


Outlook 2007: Editing Default Contact List

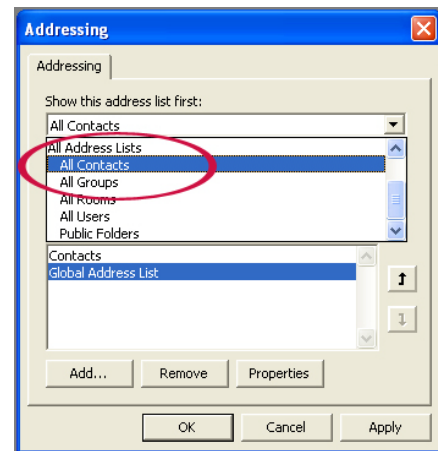
1. Open Outlook.
Select Tools, Address Book.



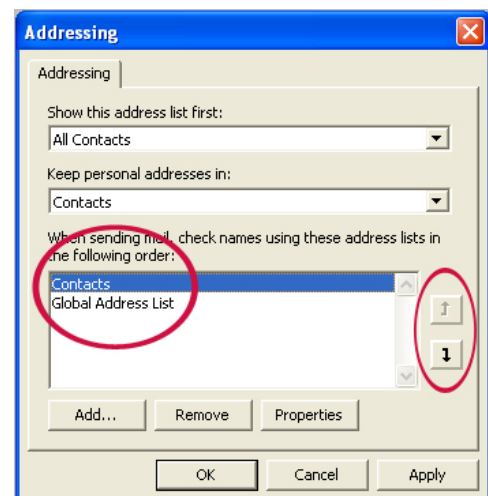
2. From the Address Book, select Tools, Options.



3. On the Addressing window, Show this address list first, select All Contacts.

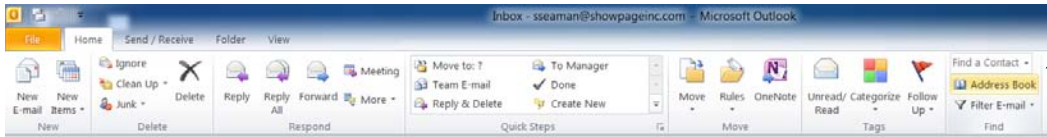


4. On the Addressing window, verify that Contacts is listed first. If not, select Contacts and use the arrow keys to move it up to the first position. Select Apply and it's complete.

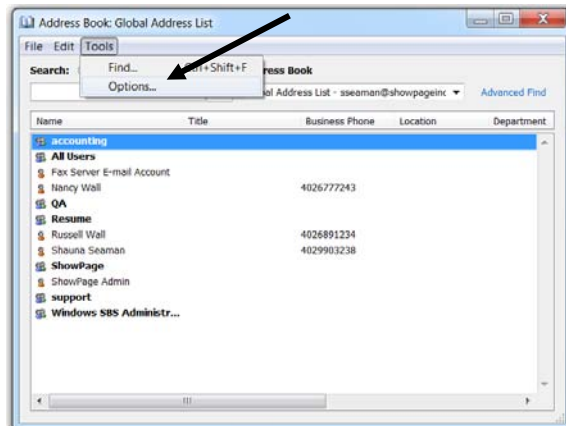


Outlook 2010: Editing Default Contact List

1. Open Outlook.
From the Home tab, select Address Book.

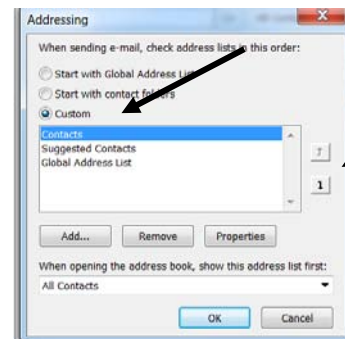


2. From the Address Book, select Tools, Options.



3. On the Addressing window, select Custom.

Verify that Contacts is listed first. If not, select Contacts and use the arrow keys to move it up to the first position. Suggested Contacts and Global Address List should be listed second and third respectively.



4. On the Addressing window, select the "When Opening..." drop down arrow. Select All Contacts, OK.

