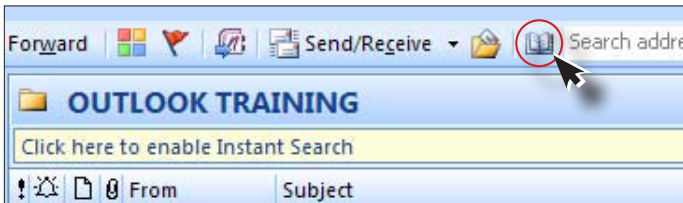


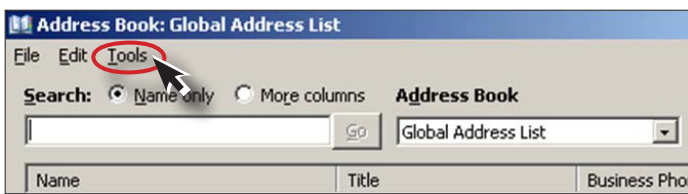
Changing the default address book in Outlook 2007

Outlook has been configured to show the **Global Address List** (entire BGSU community) automatically each time you open your **Address Book**. However, if it is more convenient to you to see your own **Contacts** folder first, follow this procedure to change the setting.

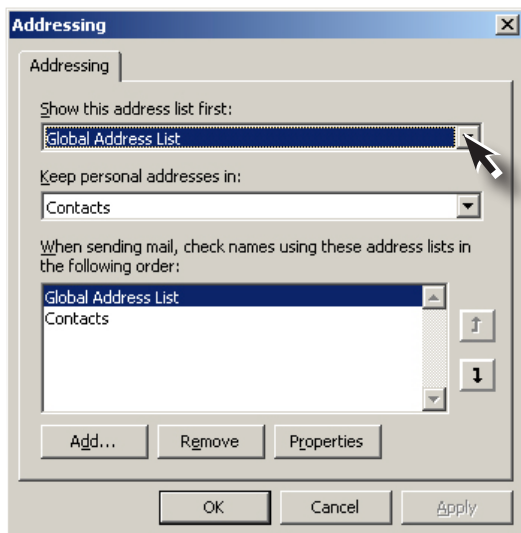
1. Click on the **Address Book** icon in the toolbar.



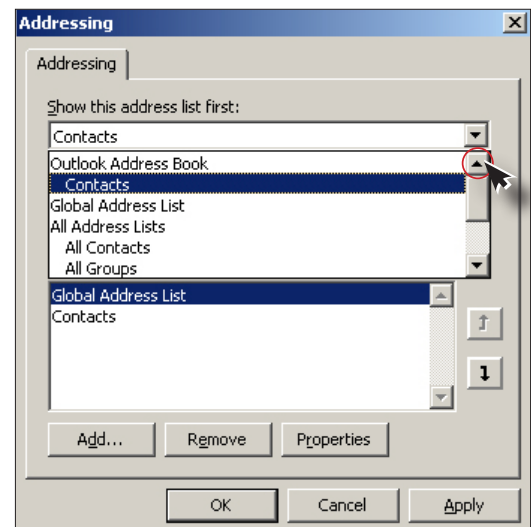
2. Click **Tools** in top left corner of the form.



3. Pull down the arrow on the **Show this address list first** menu, and select **Contacts**.

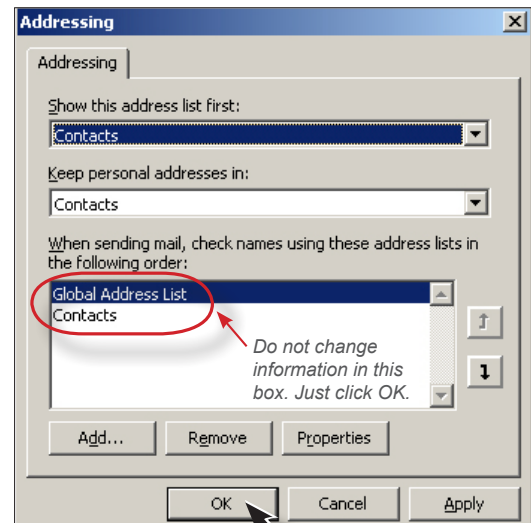


4. Click on the **Up** arrow on the scroll bar at the right side of the form until the name of your **Contacts** folder is visible.



5. Click on **Contacts** to select the folder.
6. Click **OK**.

*Note: Do not change the order of the folders in the **When Sending Mail....** box, because this will interfere with Exchange features such as calendar sharing and voting options.*



Your local **Contact** folder will now be selected by default every time you open your **Address Book** in Outlook.

