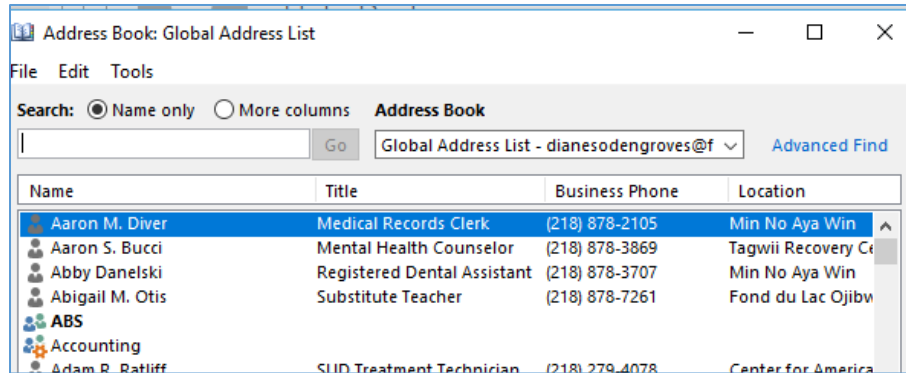




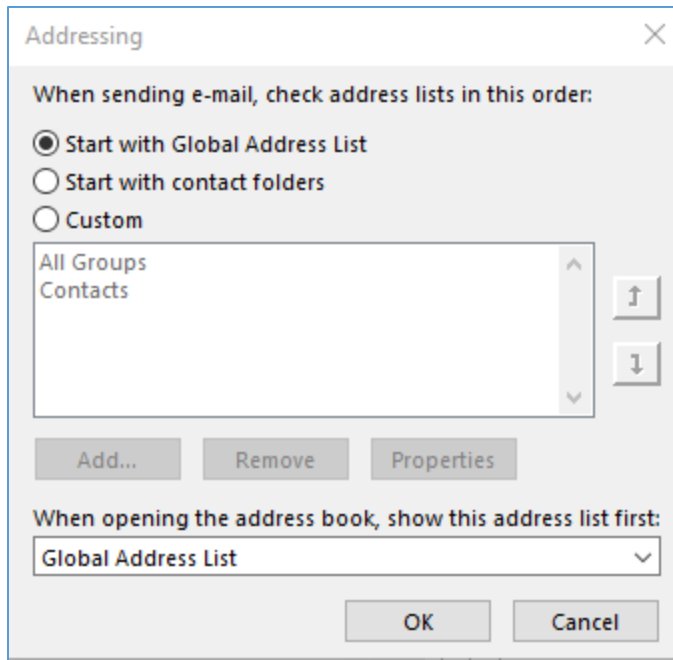
Making Things look the way you want

So when you use the address book does the list you want to use show up first or do you have change it each time? You can have the global address list show up first or any other one you prefer.

This is what I prefer. I just want to use the Global Address List. What would you need to do if you wanted something else by default?



Click on Tools> Options and this is what you will see if you are using Office 2010 or a later version.



Now you can decide what to use first when sending an email and which one to see first when opening the address list. Make your choice and then select OK.



(As an aside...if you are still using Office 2007 you may want to consider upgrading. Soon Microsoft will no longer be supporting Office 2007. If you have the office button instead of the File tab at the far left you have Office 2007 installed.)