

Addressing: Customizing Address Book

Customizing Address Book

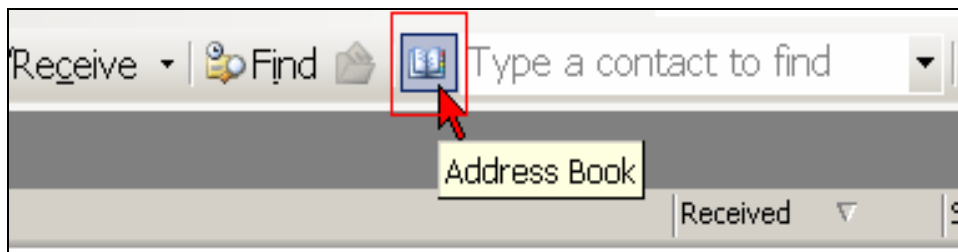
- [Changing the default list used in the *Address Book*.](#)
 - [Changing where to automatically store your personal addresses](#) (*Outlook Contacts*).
 - [Changing the search order used by Outlook.](#)
 - [Adding or removing lists from the Address Book.](#)
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Applicable usage

- Outlook 2003 Client
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How to open Address Book for Customizing

Click on the **Address Book icon** in the **toolbar** on almost any screen in Outlook.



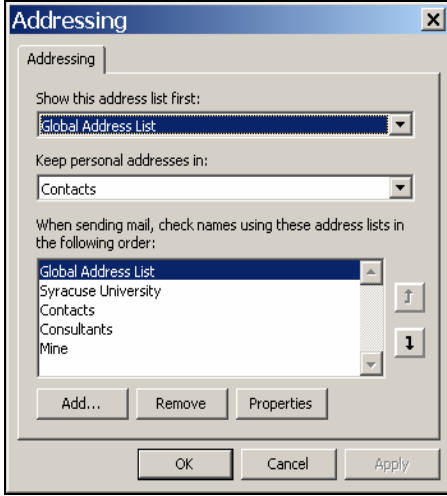
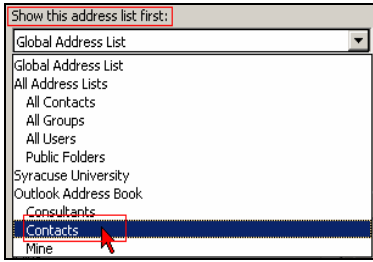
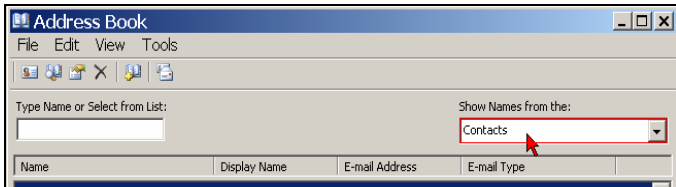
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Addressing: Customizing Address Book, Continued

Changing the default list used in the Address Book

Why would you want to do this?

- If most of your contacts were kept in one *List* more than another.

Step	Action
1	<p>In the Address Book toolbar, select: Tools >> Options</p> <p><i>Result:</i> The Addressing options page appears.</p> 
2	Click the drop-down button on the right below Show this address list first:
3	<p>Use the cursor to select the new default <i>List</i>.</p> 
4	Click the OK button.
5	<p>The change will appear the next time the Address Book is opened.</p> 

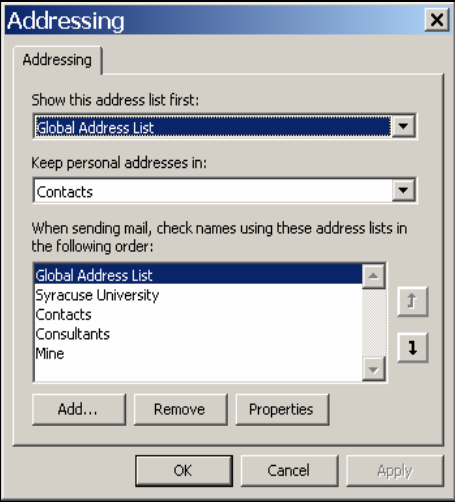
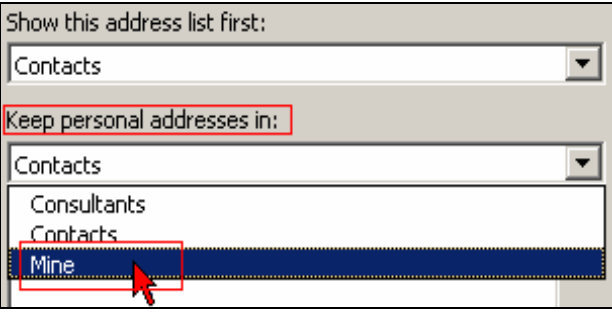
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Addressing: Customizing Address Book, Continued

Changing where to automatically store your personal addresses

Why would you want to do this?

- If you worked with multiple *Outlook Contacts* lists.
- If you used one *Outlook Contacts* list more than others.

Step	Action
1	<p>In the <i>Address Book</i> toolbar, select: Tools >> Options</p> <p><i>Result:</i> The Addressing options page appears.</p> 
2	Click the drop-down button on the right below Keep personal addresses in:
3	<p>Use the cursor to select the new default <i>List</i>.</p> 
4	Click the OK button.
5	The change will appear the next time a new Contact is added.

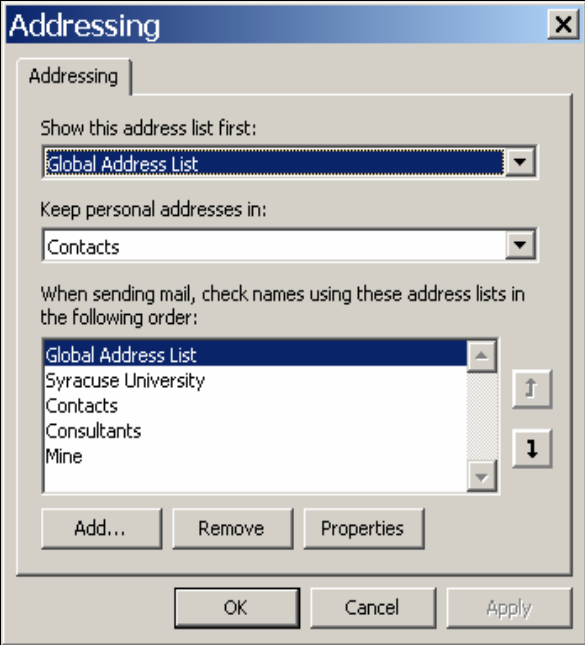
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Addressing: Customizing Address Book, Continued

Changing the search order

Why would you want to do this?

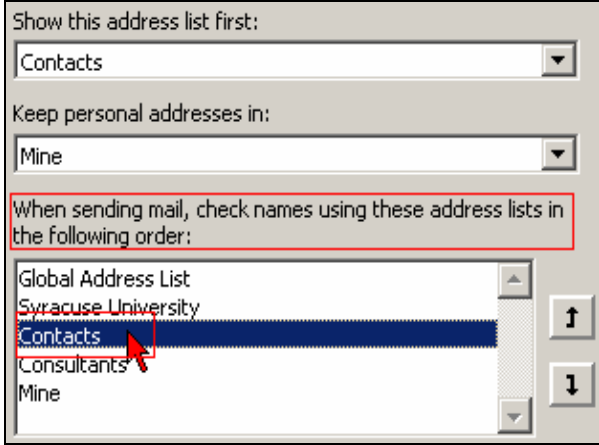
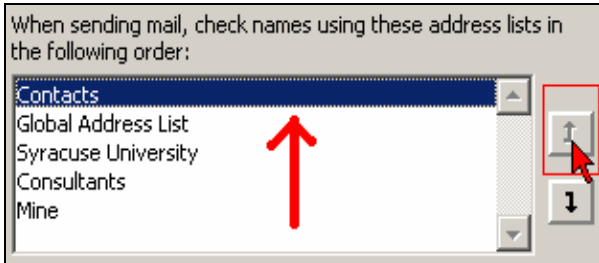
- If you wish to change the order in which Outlook searches the lists.
- If you wanted to remove or add an address list to address search.

Step	Action
1	<p>In the Address Book toolbar, select: Tools >> Options</p> <p><i>Result:</i> The Addressing options page appears.</p> 
2	<p>Click the drop-down button on the right below When sending mail, check names using these address lists in the following order:</p>

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Addressing: Customizing Address Book, Continued

Changing the search order (continued)

Step	Action
3	<p>Use the cursor to select the new default <i>List</i>.</p> 
4	<p>Click the Up or Down arrows on the right until the selection is in the correct location. Repeat with other <i>Lists</i> until desired order is achieved.</p> 
5	<p>When done, click the OK button.</p>
6	<p>The change will become effective the next time the Address Book is accessed.</p>

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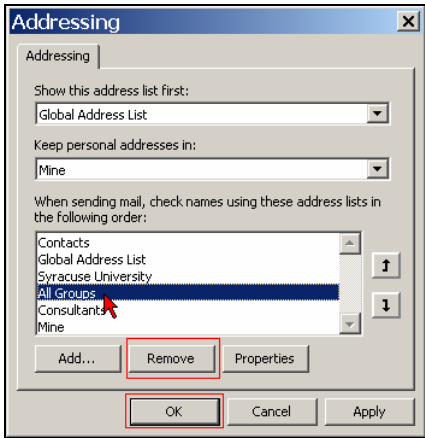
Addressing: Customizing Address Book, Continued

Adding or removing lists from the Address Book

Why would you want to do this?

- If you wanted to remove address lists you never want to search or add an address list that you do want to search.

To remove a list from the Address Book

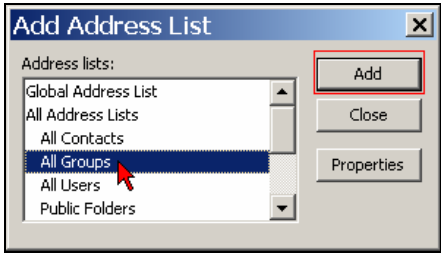
Step	Action
1	In the Address Book toolbar, select: Tools >> Options <i>Result:</i> The Addressing options page appears.
2	Use the cursor to select the list to be removed. 
3	Click the Remove button.
4	When done, click the OK button. <i>Result:</i> The selected address list will be removed from the list.

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Addressing: Customizing Address Book, Continued

Adding or removing lists from the Address Book (continued)

To add a list from the Address Book

Step	Action
1	In the Address Book toolbar, select: Tools >> Options <i>Result:</i> The Addressing options screen appears.
2	Click the Add button at the bottom of the page. <i>Result:</i> The Add Address List screen appears.
3	Use the cursor to select the list to be added. 
4	Click the Add button.
5	When done, click the Close button. <i>Result:</i> The selected address list will be added to the list.
