

CONNECTIONS Clue

Would you like your Outlook “Address Book” to default to Global Address???

Isn't it annoying to always have to change to Global Address Book in Outlook to find someone outside your district? Or maybe yours defaults to the wrong district all together and you have to change it every time you want to send email? The solution is:

- Open Outlook
- Click on the Address Book icon on the menu bar
- Click on the Tools drop down
- Select Options
- Select Global Address from the Show this address list first drop down
- Click on OK

Now close the Address Book. Open the Address Book again and you will see Global Address as your default address list!