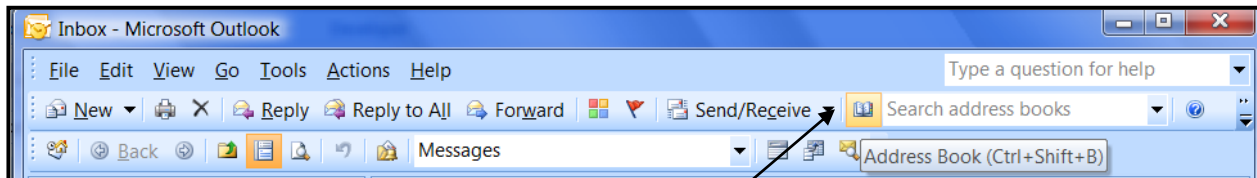


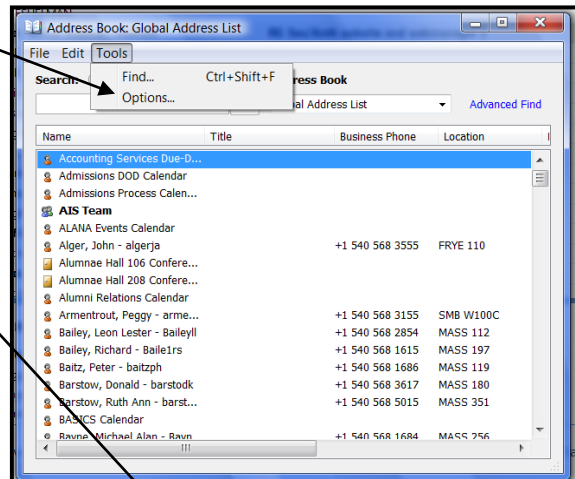
# Outlook 2007: Changing the Default Address Book

## Changing the default Address Book

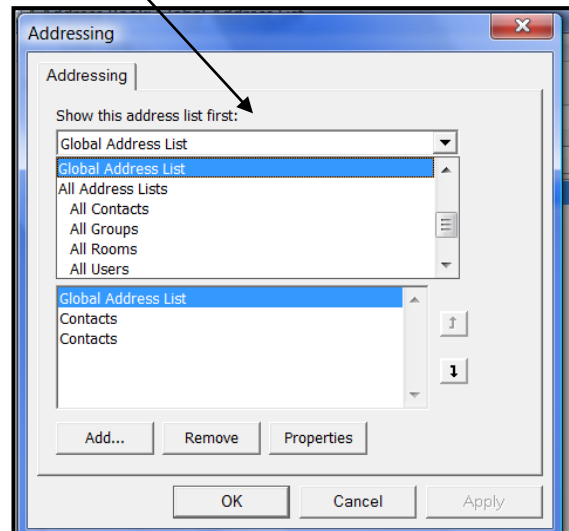
Outlook show the **Global Address List** - GAL (faculty, staff, students, etc.) automatically each time a user opens the Address Book. However, it may be more convenient for a user to open his/her **Contacts** folder first.



1. Click on the **Address Book** icon on the toolbar.
2. In the Address Book window, click **Tools** in the top left corner. A new window will open.



3. In the new window click on the drop down arrow on the **Show this address list first** menu. If necessary, drag the scroll bar up until **Contacts** shows. Select **Contacts**.
4. Click **OK**.
5. Do not change the order of the folders in the lower box **When Sending Mail...**, it may interfere with other features such as calendar sharing and voting options.



The local **Contacts** folder will not be selected by default and open every time the **Address Book** is opened.