Changing the Default Address Book

Why would you want to do this? Some people may use their personal contacts list way more than the global one. If they change the default, every time they bring up the Address Book, it will default to the List they prefer to use. This saves them time from changing which list they prefer to use.

1. While in Outlook, go to Tools and click on Address Book…

2. The Address Book window will appear. In this window, click on Tools in the menu bar and click on Options…
3. An Addressing window with 3 fields will appear. To change which address list displays first when you go to look for an address book, click the drop down arrow for the field that is labeled **Show this address list first**: The drop down list will appear. Notice you can select either **Contacts**, which is your personal contacts list, or you can select the **Global Address List**. Select whichever address list you want to set as your default by clicking on it in the drop list.

4. Now that it is selected click **OK**.
5. Now you will be brought back to the Address Book screen. Close it by clicking on the red X in the upper, right hand side of the window.