

Setting Default Address Book Lookup List in Outlook



Outlook 2010

1. Under the **Home** tab, in the **Find** group, select **Address Book**. The Address Book window opens.
2. Under the **Tools** menu, select **Options**.
3. Under the heading **When opening the address book, show this address list first:** (located at the bottom of window), select the preferred listing (i.e., **Global Address List**).
4. To save the changes, click **OK**.
5. Close the Address Book.

Outlook 2007 and 2003

1. Under the **Tools** menu, select **Address Book**. The Address Book window opens.
2. Under the **Tools** menu, select **Options**.
3. Under the heading **Show this address list first:** (located at the top of the window), select the preferred listing (i.e., **Global Address List**).
4. To save the changes, click **Apply**. **OK**.
5. Close the Address Book.