Changing Default Address Book

You can change the default address book that Outlook uses when searching for people. By default, Outlook will open the Offline Global Address List. However, you may prefer to use the Global Address List.

1. To begin, press the **CTRL**, **SHIFT**, and **B** keys on your keyboard

2. The Address Book will appear. Notice that the default address book is set to *Offline Global Address List*.
   - Click the **Tools** menu

3. On the Tools menu, click **Options**

4. At the bottom of the screen,
   - Click the arrow next to the **Choose automatically**

5. From the list, click **Global Address List**
6. Click OK

7. To close the screen, click OK

8. Now, you can create a new email by clicking New Email

9. Click the To button

10. When the Address Book opens, it now defaults to the address book you selected, Global Address List.