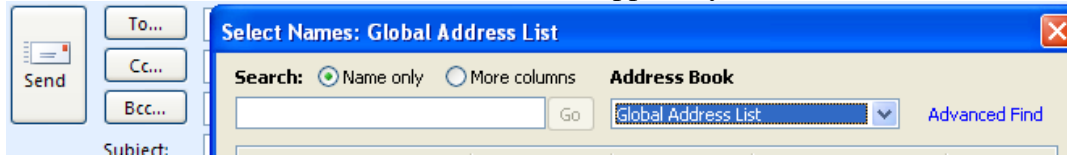


## Make Contacts, Not Global Addresses Appear First in Outlook 2007

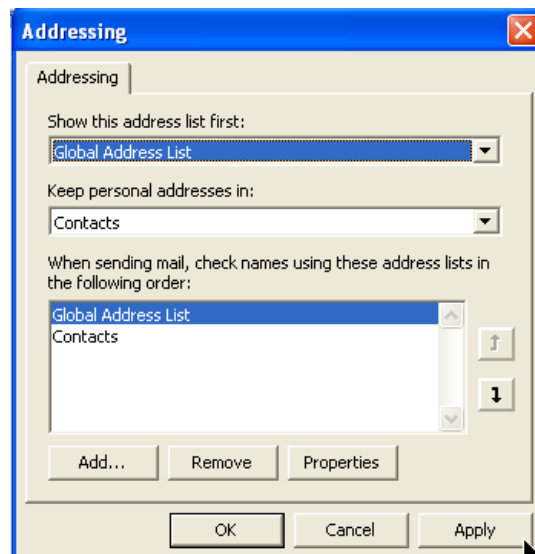
When clicking the To: button, the Global Address Book appears by default  
You would like the Contacts Address Book to appear by default



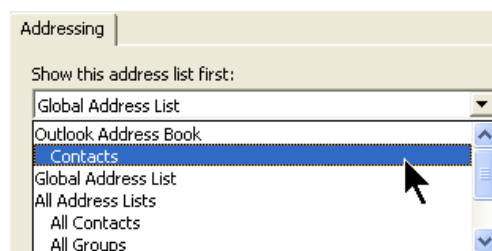
1. Click the Address Book
2. Click Tools, select Options...



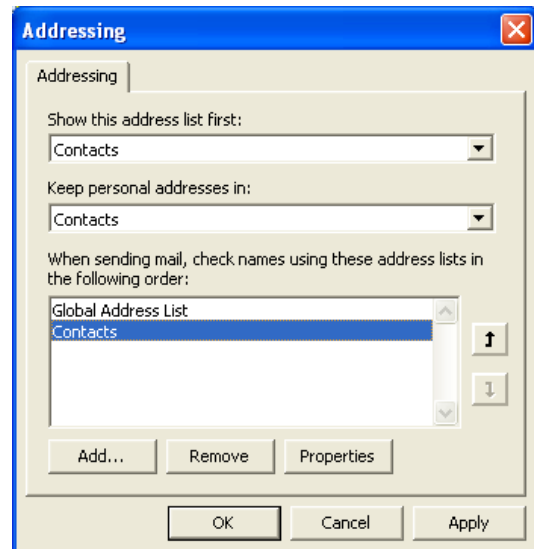
3. Under "Show this address list first:"
4. Click the drop down list arrow



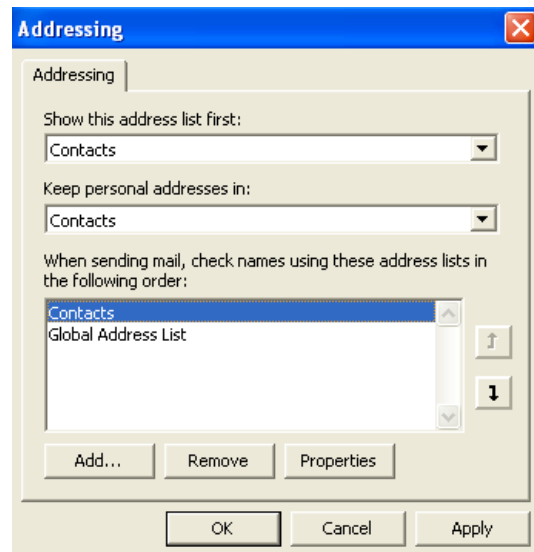
5. Scroll up and click Contacts under Outlook Address Book



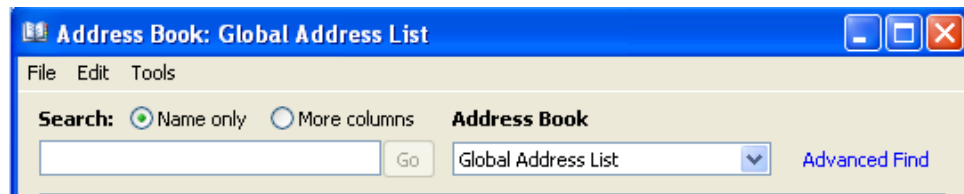
- Under “When sending mail, check names using these address lists in the following order:”
- Select Contacts and then click the move up arrow



- Click Apply and then OK



- Close the Address List



***Now Contacts appear first***

- Create a new message
- Click To:
- Under Address Book, Contacts appears

