

ADDRESS BOOK

You can use the Address Book in Microsoft Outlook to look up and select names, e-mail addresses, and distribution lists when you address e-mail messages.

The Outlook Address Book is a collection of address books or address lists, created from your Outlook contact folders. If you use Outlook with a Microsoft Exchange Server account, your Address Book list will include the Global Address List (GAL). The GAL contains the names and e-mail addresses of everyone that has an account with that Exchange Server and is configured automatically by Exchange.

VIEWING ADDRESS BOOKS OTHER THAN THE DEFAULT BOOKS

To view address books other than the default:

1. In **Mail**, on the **Home** tab, in the **Find** group, click **Address Book**.
2. In the **Address Book** box, click the address list that you want to view.

ADDING AN ADDRESS BOOK

1. Click the **File** tab.
2. Click **Account Settings**.
3. Click **Account Settings**.
4. On the *Address Book* tab, click **New**.
5. You are prompted to select one of two types of address books:
 - a. **Add an address book by using an Internet directory service (LDAP)**
 - i. Click **Internet Directory Service (LDAP)**, and then click **Next**.
 - ii. In the **Server name** box, type the name of the server that was provided by your Internet service provider or system administrator.
 - iii. If the server that you specified is password-protected, select the **This server requires me to log on** check box, and then type your user name and password.
 - iv. Click **More Settings**.
 - v. Under **Display Name**, type the name for the LDAP address book that you want to be displayed in the **Address Book** list in the **Address Book** dialog box.
 - vi. Under **Connection Details**, type the port number provided by your Internet service provider (ISP) or system administrator.
 - vii. Click the **Search** tab, and then change the server settings as needed.
 - viii. Under **Search Options**, if the **Search base** box is empty, type the distinguished names that were provided by your administrator.
 - ix. Click **OK**, click **Next**, and then click **Finish**.
 - b. **Add an additional address book**
 - i. Click **Additional Address Books**, and then click **Next**.
 - ii. Click the address book that you want to add, and then click **Next**.

Note: You must exit and restart Outlook to use the address book that you added.

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DELETING AN ADDRESS BOOK

To delete an address book:

1. Click the **File** tab.
2. Click **Account Settings**.
3. Click **Account Settings**.
4. On the **Address Books** tab, click the Address Book that you want to delete.
5. Click **Remove**.

REFERENCES

Microsoft Corp. "Outlook Help."

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