

## 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.

## ADDRESS BOOK

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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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