

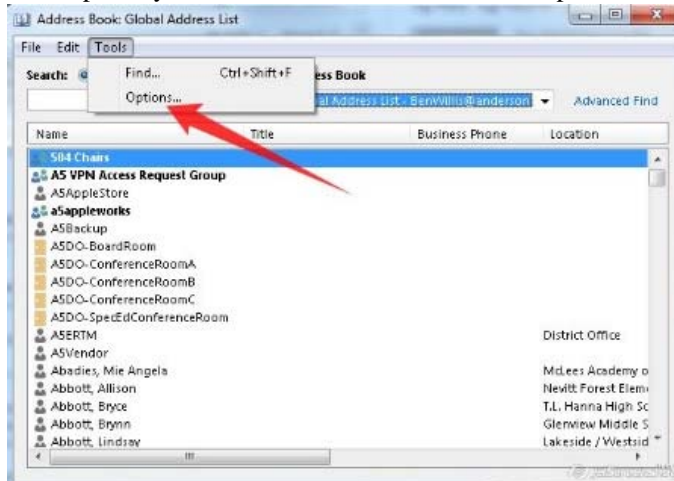
# Outlook: Change Default Address List

Follow these instructions to change the default Address List that Outlook uses when searching for addresses. This will limit the chances that a student is accidentally emailed when you intend to email a district staff member.

1. Open Outlook
2. Open Address Book by clicking on the “Address Book” button (Office2010 and 2013)



3. Once opened you will need to click on Tools and Options to modify the default behavior.



4. Once opened click the “Custom” radio button” and then click “Add”



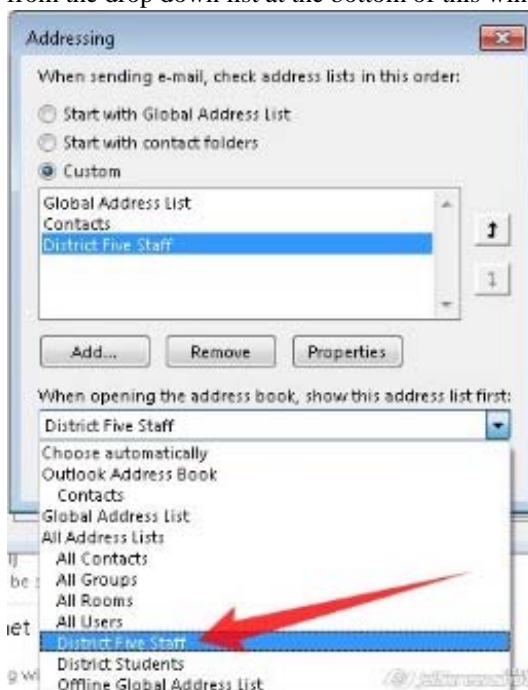
5. From the list scroll down and select “District Five Staff” and click “Add”



6. Now that the custom list is added it must be moved up so that it is checked first. Select “District Five Staff” and click the up arrow to move it to the top of the list as shown.



7. We now need to make this address list the default when opening the Address Book. Do this by selecting it from the drop down list at the bottom of this window as seen in this screenshot.



- Now that all changes have been made your window should look like the one shown below. Click the “OK” button to save your changes and return to Outlook.



**NOTES:**

- When defaulting to “District Five Staff”, as described in the above instructions, you will be required to select “Global Address List” when attempting to email distribution lists such as: Concord Faculty, Centerville Faculty, etc.