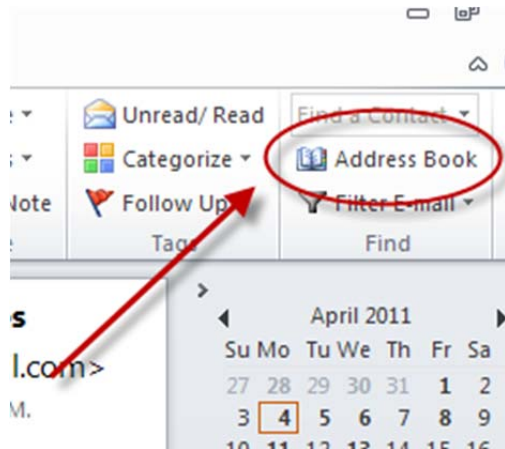
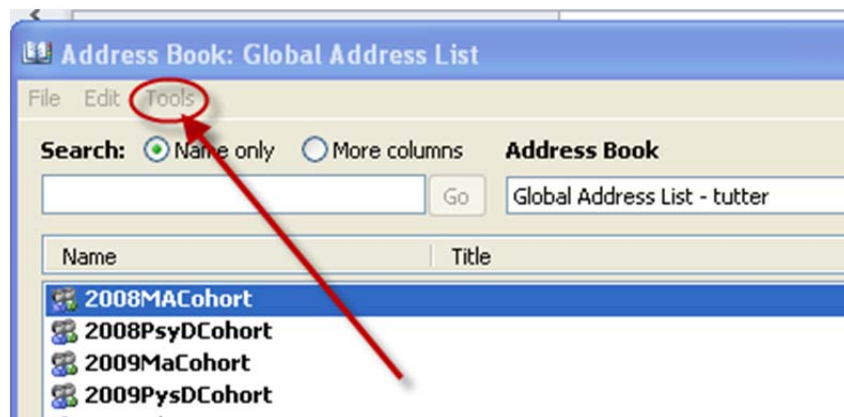


How to set your global address book as the default in Outlook 2010

Open Outlook 2010, click on Address Book in the upper right hand corner.



After the Address Book: Global Address List window opens, click on Tools in the upper left section of the window.



Under the Tools menu click on options.



Use the pull down menu on the right to choose Global Address List. It is the seventh one in the list, then click okay. Close the global address book window. You should now be all set.