Changing Default Address List

Make sure you are currently viewing the **Home Tab** of Microsoft Outlook 2010.

1. Click the **Address Book** by locating the button using Arrow 1 in the diagram above.
2. Once the Address Book dialog box has opened, locate and select **Tools** (See Arrow 2).
3. Select Options from Tools pull-down menu (See Arrow 3).
After the Addressing dialog box appears, locate the drop-down menu using Arrow 4 as a reference.

Choose your preferred Address List.

Click OK (See Arrow 5)