1. Open Microsoft Outlook 2010 and click on the “Address Book” icon on the far right hand side of the window.

![Microsoft Outlook Address Book](image1.png)

2. On the “Address Book:” window that appears click on the “Tools” menu, and click the “Options …” option from the drop-down menu.

![Microsoft Outlook Address Book Options](image2.png)
3. On the “Addressing” window, check to make sure that the “Start with Global Address List” is selected, and that the option for “When opening the address book, show this address list first:” is set to “Global Address List”. Once you have set these options click the “OK” button to close.