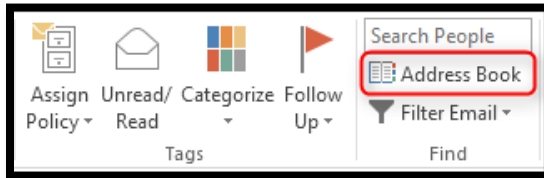
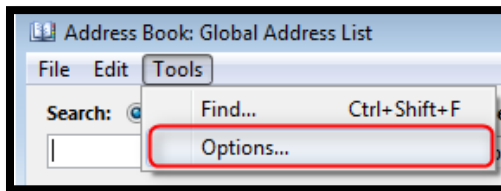


How to: Set Employee Address List as Default

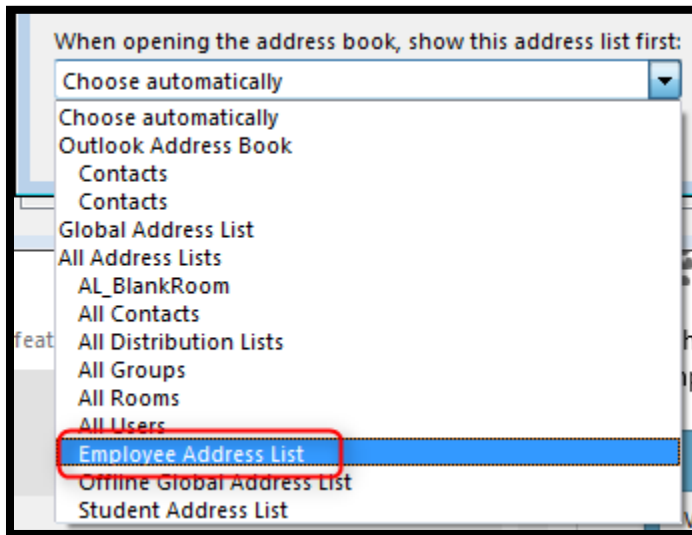
1. With Outlook open, click **Address Book**.



2. Click **Tools** and then click **Options**.



3. When the Addressing dialog box appears on your screen, click the down arrow located towards the bottom of the dialog box and click **Employee Address List**.



4. Click **OK**.
5. Close the Address Book dialog box.

The next time the Address Book is opened, San Jacinto College employees will be the only names that appear in the Global Address Book.