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.