Fleming College

A HOW-TO GUIDE FOR SETTING ADDRESS BOOK TO DEFAULT TO STAFF ONLY: MICROSOFT OUTLOOK 2016

This document details the steps required to set the default address book from Global Addresses to Staff Only

DOCUMENT INFORMATION

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REVISION HISTORY

VERSION #	VER. DATE	REVISED BY	DESCRIPTION OF CHANGE
1.0	Oct. 16, 2014	David Baker	N/A
2.0	Aug. 19, 2015	David Baker	Added MS 2013
3.0	July 25, 2018	David Baker	Yearly revisions -Updated screenshots, removed dated material -Removed MS 2010 and 2013 information

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OUTLOOK 2016

INITIAL SETUP
1. Click the 'Start Menu' button
2. Click the 'All Programs' link
3. Click 'Outlook 2016' link to open Outlook 2016
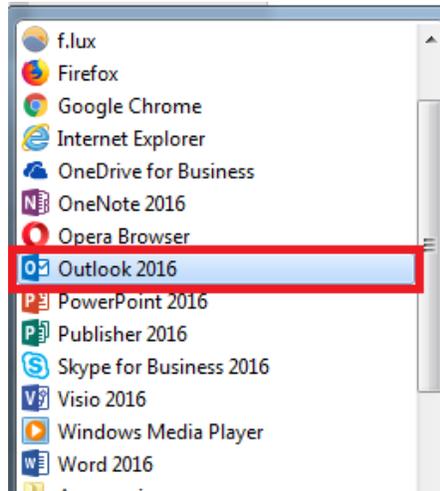
4. Open the Address Book by pressing 'CTRL + SHIFT + B'
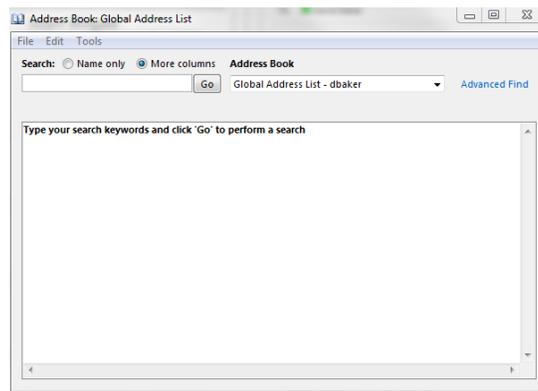
5. Click the 'Tools' and then the 'Options' link
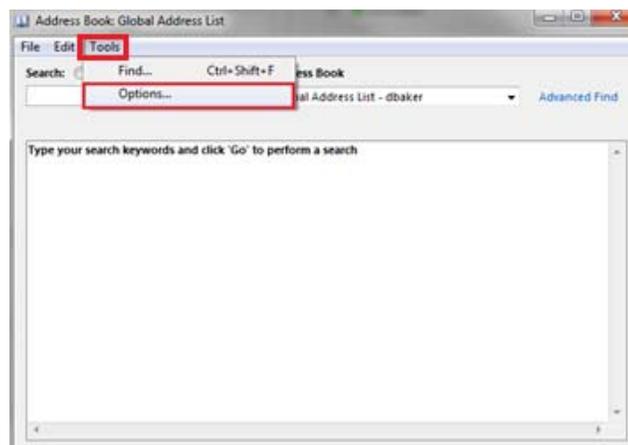
6. Under the 'When opening the address book, show this address list first:' change it to 'All Staff'
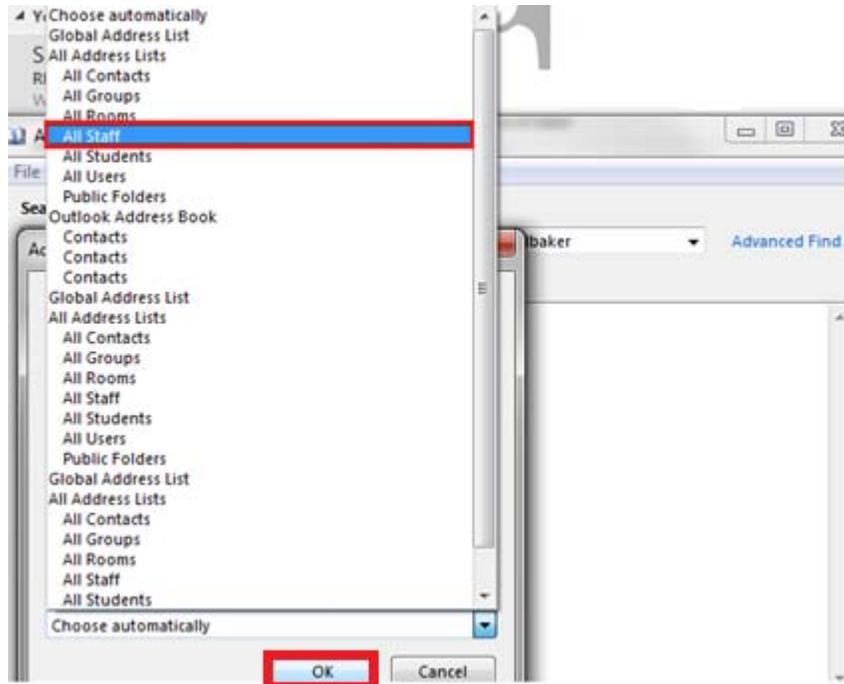
7. Click the 'OK' button
8. Click the 'File' link and then the 'Close' link
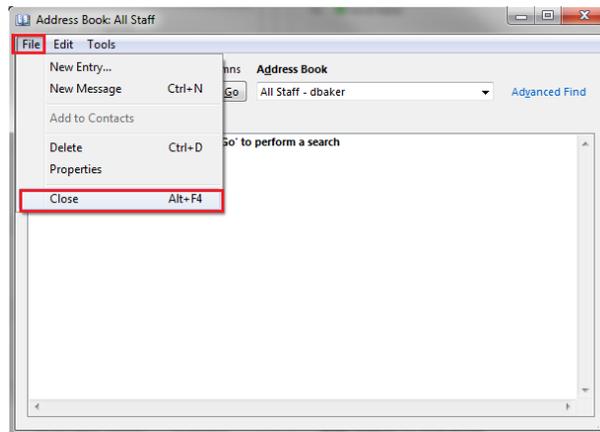
CONFIRMING ADDRESS BOOK DEFAULT TO 'STAFF ONLY'

1. Click the 'New Email' button
2. Click the 'To...' button

3. Verify that it states 'All Staff' followed by your email address in the Address Book dropdown menu

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