

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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FREEDOM OF INFORMATION STATEMENT

Collection, Use and Disclosure of Personal Information

Please take all-necessary precautions in safeguarding student information (unauthorized access and must not be copied or distributed). If you print any document to hard copy, it is **your responsibility** to dispose of it securely (shred) as soon as it is no longer required for the original purpose.

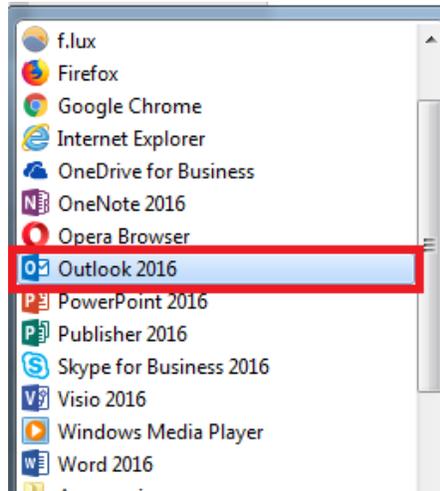
Fleming College's Freedom of Information Statement, as of July 2013:

The collection, use and disclosure of student information is protected by College policies and government legislation. Personal information is primarily used by the College for academic, administrative and statistical purposes. A Student's personal information (even confirming their enrolment at the College) may only be disclosed when a valid consent to release this information is obtained. In addition, there will be instances where the College will disclose personal information to government departments, co-sponsoring organizations and other educational institutions. Occasionally, information may be released, if required or authorized by a court order or other legal document. A student may request access to their personal information and may request corrections, deletions or additions of information that is not accurate, complete or up to date.

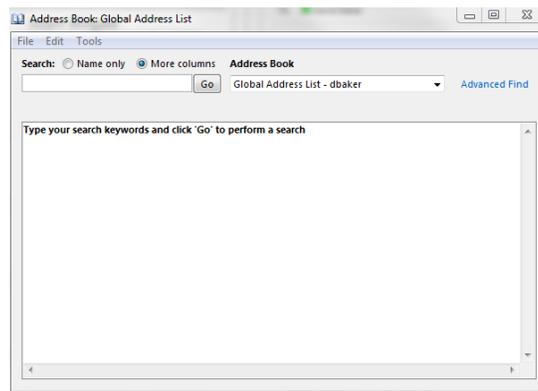
OUTLOOK 2016

INITIAL SETUP

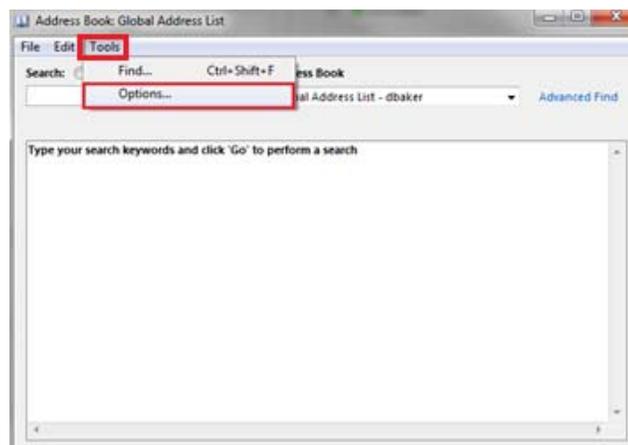
1. Click the **'Start Menu'** button
2. Click the **'All Programs'** link
3. Click **'Outlook 2016'** link to open Outlook 2016



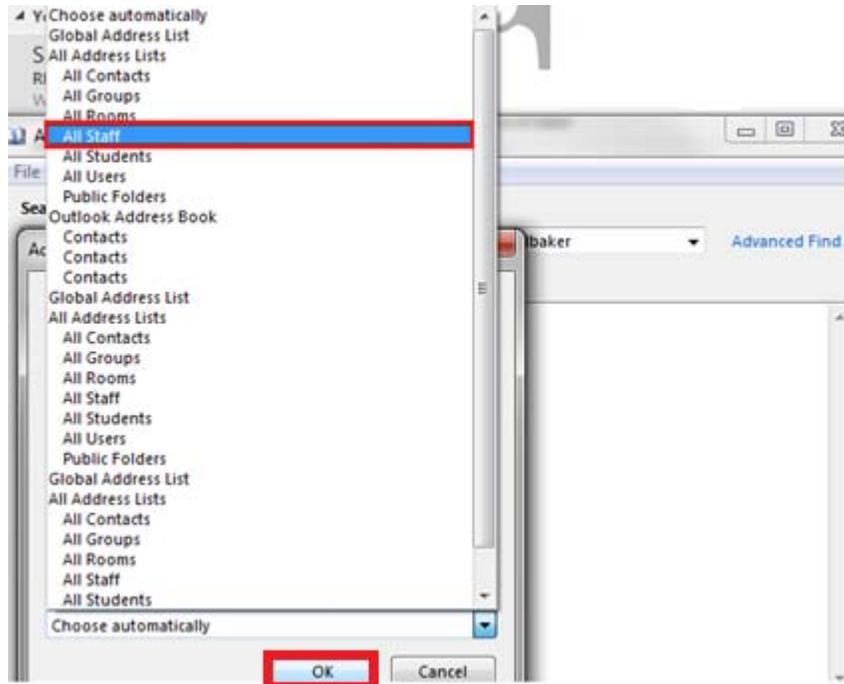
4. Open the Address Book by pressing **'CTRL + SHIFT + B'**



5. Click the **'Tools'** and then the **'Options'** link

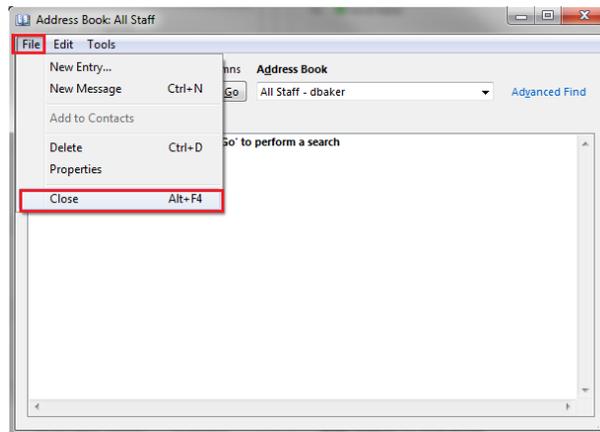


6. Under the 'When opening the address book, show this address list first:' change it to 'All Staff'



7. Click the 'OK' button

8. Click the 'File' link and then the 'Close' link



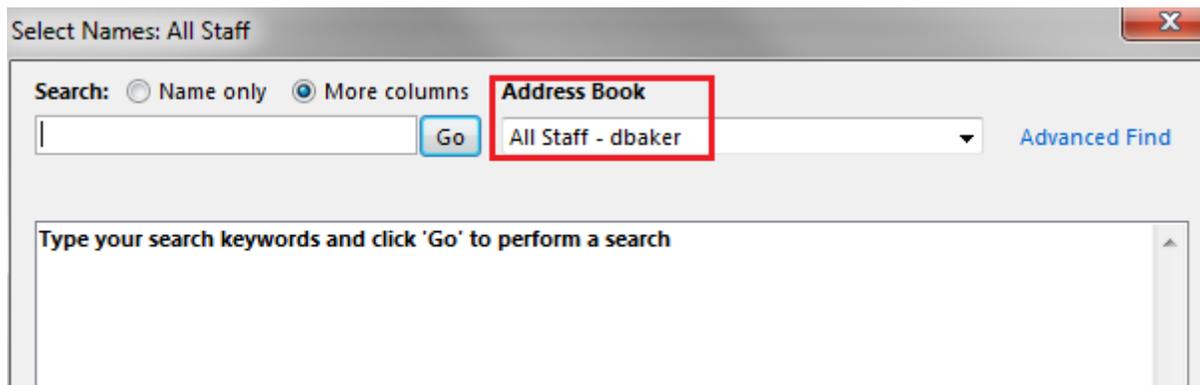
CONFIRMING ADDRESS BOOK DEFAULT TO 'STAFF ONLY'

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



A screenshot of an email composition window. On the left is a 'Send' button with an envelope icon. To its right are three buttons: 'From', 'To...', and 'Cc...'. The 'From' button is set to 'dbaker'. The 'To...' button is highlighted with a red rectangular box. Below these buttons are three empty text input fields for the recipient list, and a 'Subject' label followed by another empty text input field.

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



A screenshot of a search window titled 'Select Names: All Staff'. At the top right is a close button (X). Below the title bar, there are search options: 'Search: Name only' (unselected) and 'More columns' (selected). To the right of these options is a dropdown menu labeled 'Address Book' (highlighted with a red box) which currently shows 'All Staff - dbaker' (also highlighted with a red box). There is a 'Go' button to the left of the dropdown and an 'Advanced Find' link to the right. Below the search options is a large text area with the instruction 'Type your search keywords and click 'Go' to perform a search'.

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