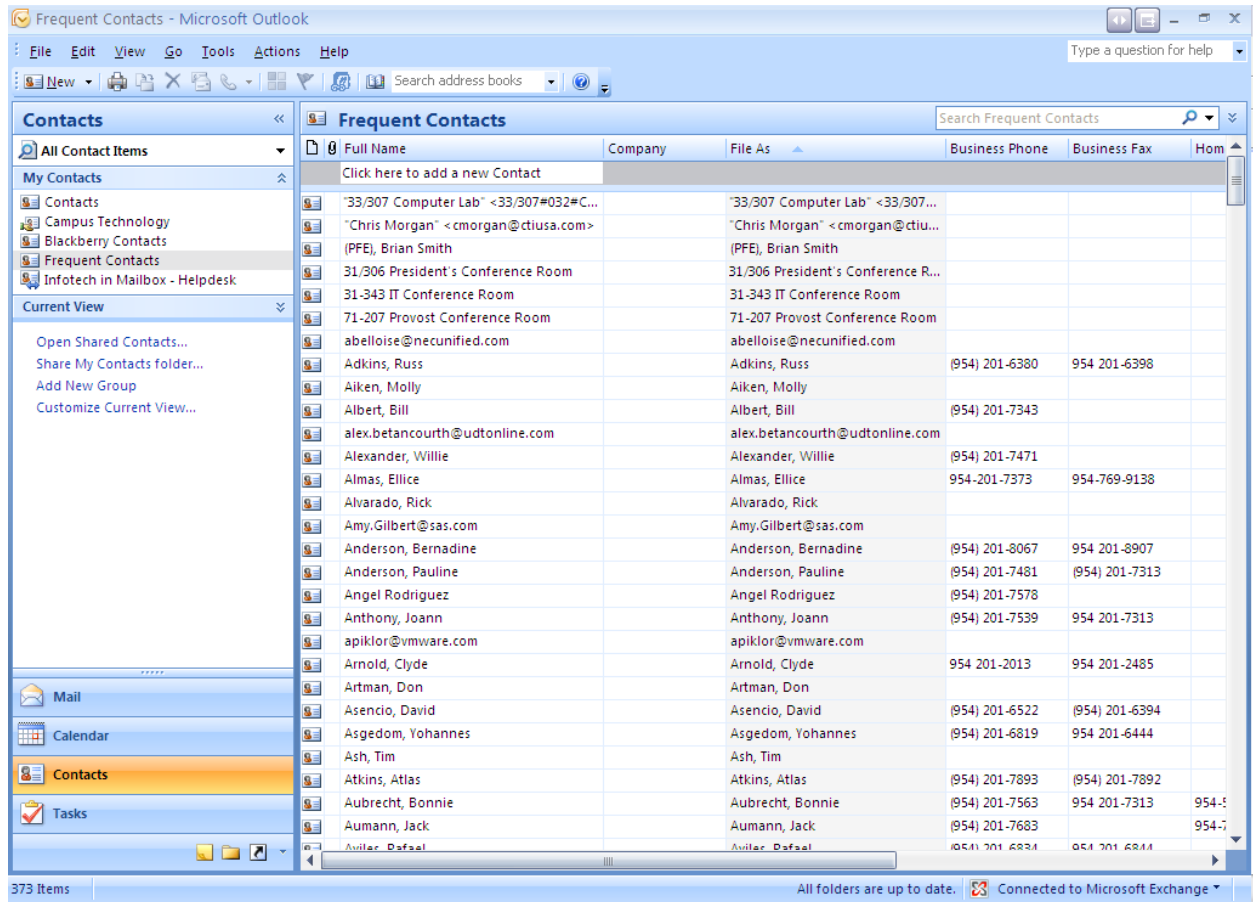


# Outlook Personal Contacts – Address Book

Modify properties of you personal contacts to be accessible from Outlook Address book

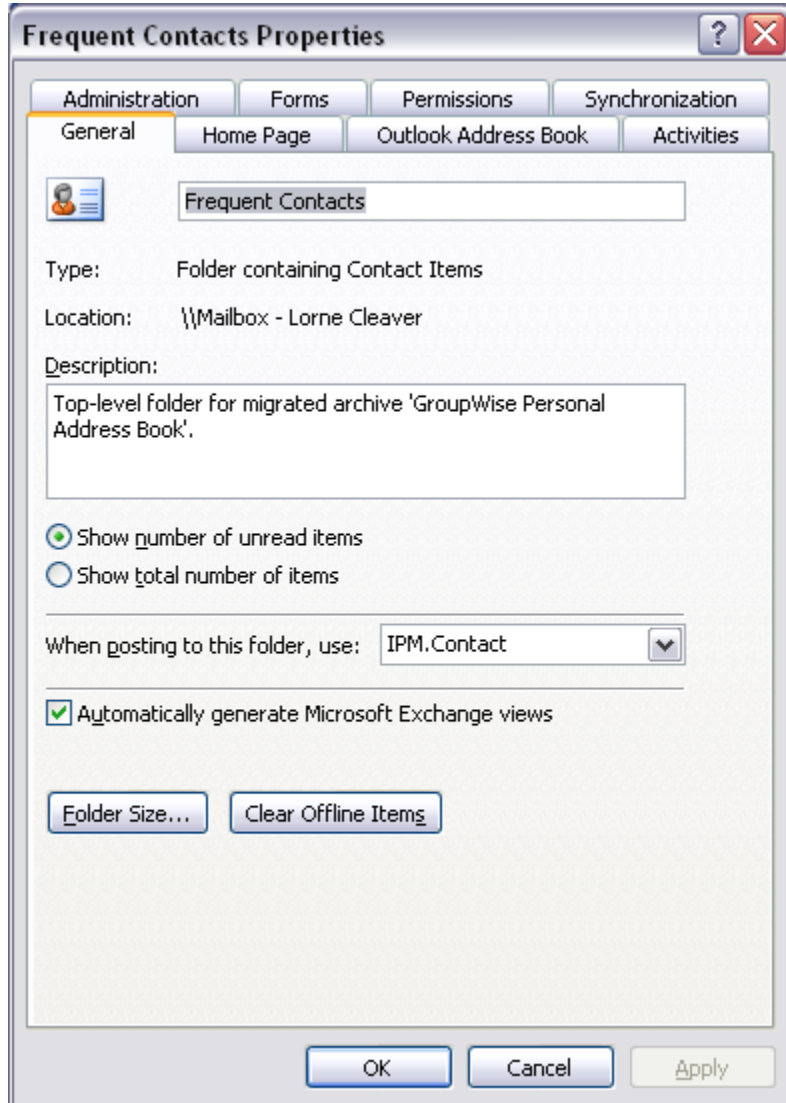
On the left Navigation Column

- Click - Contacts
- Click - the group that you want to be displayed Under My Contacts
- Right Click – on that Group (IE. Frequent Contacts)
- Click - Properties



## Outlook Personal Contacts – Address Book

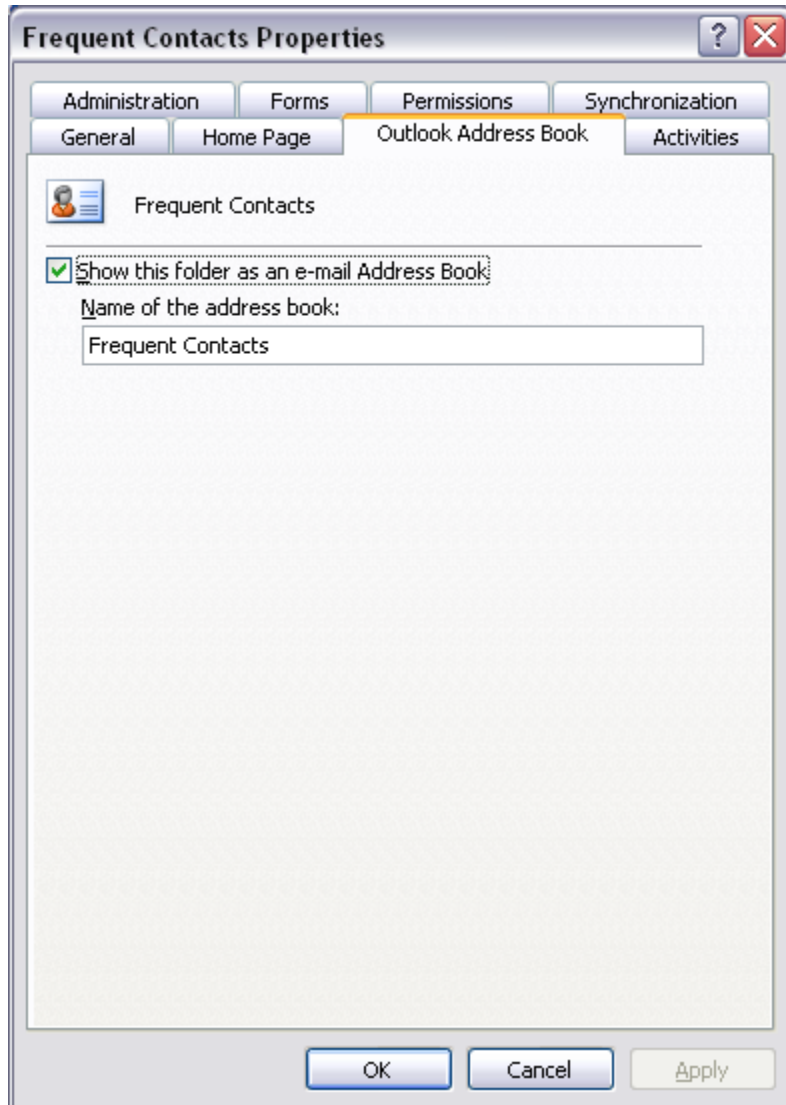
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- Click - Outlook Address Book Tab (between Home Page and Activities)

## Outlook Personal Contacts – Address Book

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- Click the box – Show this folder as an e-mail Address book
- Click OK

## Outlook Personal Contacts – Address Book

- To view and send email to these contacts follow snapshots below

