

Setting the Default Address Book to HSC

There are several address books within Outlook 2013. You may set your default address book as necessary.

Changing the Default Address Book to HSC

1. From the Outlook mail view, **click the Address Book icon.**
The Address Book opens.
2. **Click the Tools Menu.**
3. **Select options.**
The Addressing window opens.
4. **Select the Custom radio button.**
5. **Click the Add button.**
The Add Address List opens.
6. **Select the Health Sciences Center address list.**
7. **Click the Add button.**
The Health Sciences Center address list is added to the Addressing window.
8. **Click the Close button.**
The Add Address List window closes and focus is returned to the Addressing window.
9. **Select the Health Sciences Center list.**
10. **Click the Up Arrow** to move the Health Sciences Center up.
The Health Sciences Center address list is positioned at the top of the list.
11. **Click the “When opening the address book ...” field and select Health Sciences Center.**
12. **Click the OK button.**
The Health Sciences Address book is now the default for address selection.

