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.
    *Repeat as necessary until Health Sciences center 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.*

Revision Date November 2014