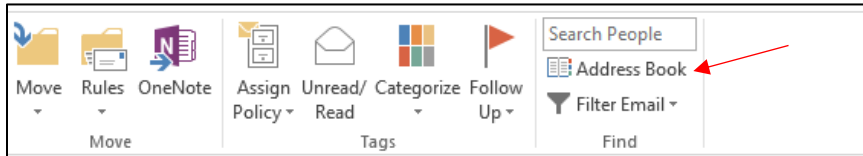
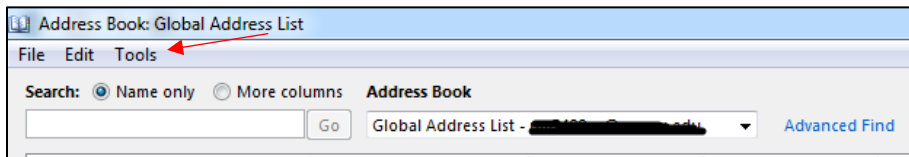


How to configure your default Address Book in Outlook

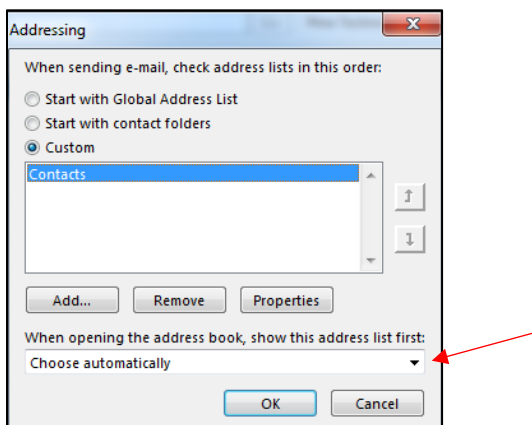
1. Log in to your Outlook email.
2. Click on **Address Book**.



3. Go to **Tools**

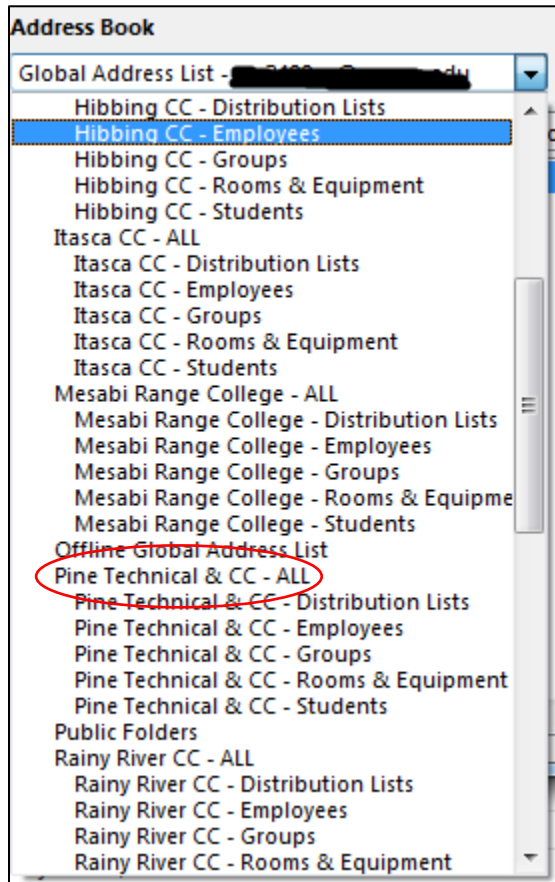


4. Click **Options**
5. Select **Custom**
6. Go to dropdown option for “When opening the address book, show this address list first:”



7. Select **Pine Technical & CC**

(Continued on next page...)



8. Click **OK**
9. Close then re-open the Address Book to ensure the setting has been saved.

