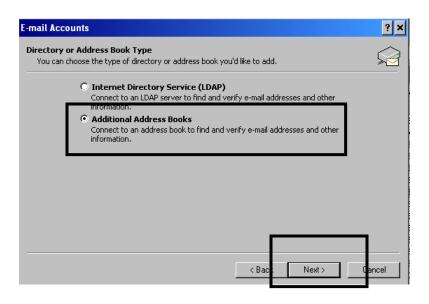
## To add your Contacts addresses to OUTLOOK

Select - TOOLS - EMAIL ACCOUNTS

E-mail Accounts	? ×
<b>E-mail Accounts</b> You can change the e-mail accounts and directories that Outlook uses.	
E-mail  C Add a new e-mail account C View or change existing e-mail accounts  Directory  C Add a new directory or address book  C View or change existing directories or address books	
< Back Next >	Close

Click Add new directory or address book then "Next"



Select Additional Address Books

Then Click "Next"

-mail Accounts			? ×
Other Address Book Types You can choose the type of address book you'd like t			
Outlook supports these additional addre address book type you want to connect		et the	
Additional Address Book Types			
Outlook Address Book Personal Address Book			
	F		L
	< Back	Next >	Cancel

Select Outlook Address Book and click "Next"

A message will appear telling you to close Outlook and open it up again.

Now when you open a new mail message and click on the "TO" button Go to the Global address list and SCROLL to find the "Outlook Contacts"

😫 то		
E Select Names		×
Ba Show Names from the:		Global Address List
Sul Type Name or Select from List:		All Groups All Users Public Folders
Name       Abate, Lucia       Adair, Lindsey       Addotta, Julianna       Administrator       72       Tr       45       Ahern, Carol       Aiken, Linda       Albers, Jonathan	Bu: To -> Cc -> Bcc ->	Trumbull BOE Booth Hill Address List Daniels Farm Address List French Town Address List HillCrest Address List Jane Ryan Address List LongHill Address List Madison Address List MiddleBrook Address List Preschool TECEC
New Properti		Trumbull High Address List Outlook Address Book

Your contact address should also appear if you start to type in their name or use the Name Check feature.

