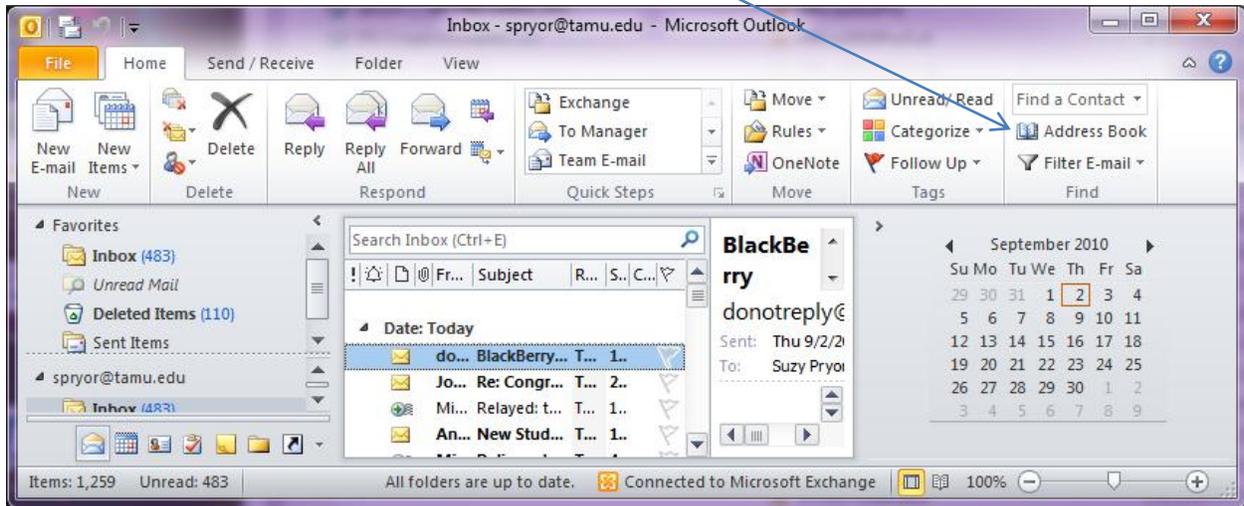


Exchange Address Book Order

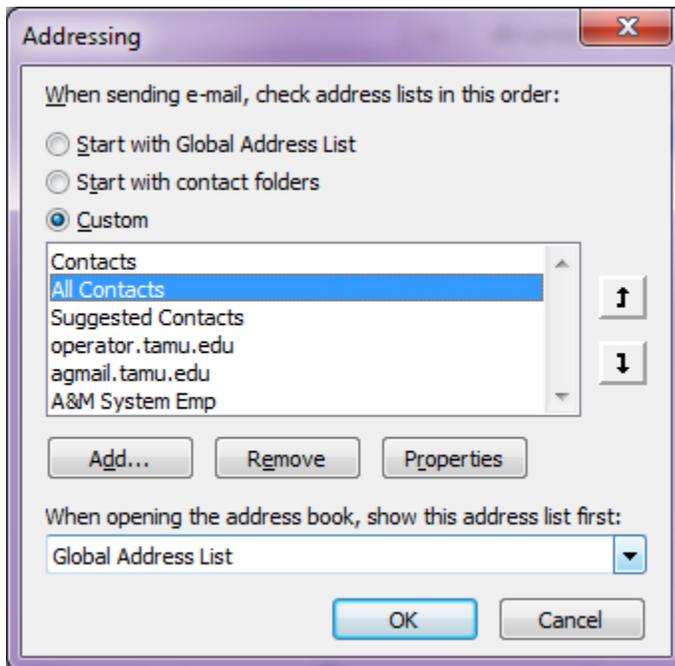
From your Outlook Ribbon, locate the Address Book



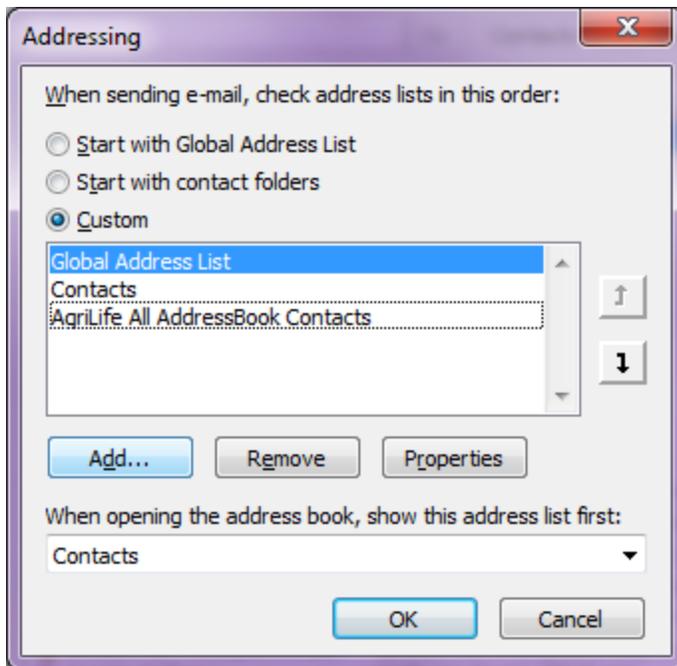
Click on Tools, Options

3 options are available, as shown below, select Custom to arrange the order of your address books.

Outlook will search for an addressed based on this setting.



Address Books can be added or removed based on the end-users needs.

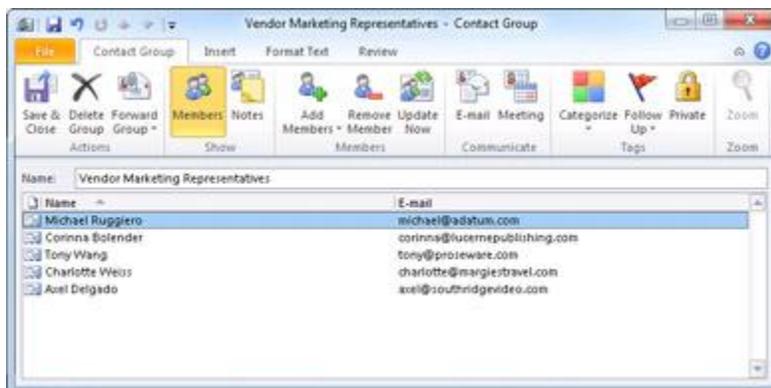


More Information on Contacts and Contract Groups

Create and edit a Contact Group (formerly distribution lists)

[+ Show All](#)

A Contact Group, known in previous Outlook versions as a distribution list, is a grouping of e-mail addresses collected under one name. A message sent to a Contact Group goes to all recipients listed in the group. You can include Contact Groups in messages, task requests, meeting requests, and in other Contact Groups.



There is no maximum number of names you can include in a Contact Group.

What do you want to do?

- [Create a Contact Group](#)
 - [Add a Contact Group received from someone](#)
 - [Add or delete a name in a Contact Group](#)
-

Create a Contact Group

- **Create a Contact Group with new names or names in the Address Book**

1. In **Contacts**, on the **Home** tab, in the **New** group, click **New Contact Group**.



2. In the **Name** box, type a name for the Contact Group.
3. On the **Contact Group** tab, in the **Members** group, click **Add Members**, and then click **From Outlook Contacts**, **From Address Book** or **New E-mail Contact**.
4. If you are adding a new e-mail contact, enter the information for the person in the **Add New Member** dialog box.

If you are adding a member from Outlook Contacts or an Address Book, do the following:

1. In the **Address Book** drop-down list, click the address book that contains the e-mail addresses that you want to include in your Contact Group.
2. In the list of names, click the names that you want, and then click **Members**. You can add names from different address books to the same Contact Group.
5. Do this for each person whom you want to add to the Contact Group, and then click **OK**.

The Contact Group is saved in your **Contacts** folder under the name that you give it.

- **Create a Contact Group by copying names from an e-mail message**

1. In the message that you want to copy the names from, click the names in the **To** or **Cc** box.
2. Right-click your selection, and then click **Copy**.

3. In Mail, on the **Home** tab, in the **New** group, click **New Items**, then click **More Items**, and then click **Contact Group**.
4. In the **Name** box, type a name for the Contact Group.
5. On the **Contact Group** tab, in the **Members** group, click **Add Members**, and then click either **From Outlook Contacts** or **From Address Book**.
6. At the bottom of the **Select Members** dialog box, in the **Members** box, right-click, and then click **Paste**.

NOTE A member does not need to be in your Address Book in order to be added to the Contact Group. The member's name and e-mail address will be included when you copy and paste from the original e-mail message.

[↑TOP OF PAGE](#)

Add a Contact Group received from someone

When you receive a message that includes a Contact Group that you want to use, you can save it to your Contacts.

1. Open the message that contains the Contact Group.
2. In the **To** or **Cc** box, right-click the Contact Group, and then click **Add to Outlook Contacts**.

[↑TOP OF PAGE](#)

Add or delete a name in a Contact Group

+Show me the names in a Contact Group

- **View the names in the Address Book**
 1. In a new message, click **To**.
 2. In the **Address Book** drop-down list, click the address book that contains the Contact Group that you want information about.
 3. Browse for the name of the Contact Group, or type it in the **Search** box.
 4. In the **Name** list, right-click the Contact Group that you want, and then click **Properties**.
 - **View the names in the header of a message or meeting request**
 - In the **To** box, click the plus sign (+) next to the name of the Contact Group.
1. In **Contacts**, open the Contact Group.

NOTE In list views, Contact Groups are marked with the Contact Group  icon.

2. Do one or more of the following:

- **Add an address from an address book or a contacts folder**

1. On the **Contact Group** tab, in the **Members** group, click **Add Members**, and then click **From Outlook Contacts** or **From Address Book**.
2. In the **Address Book** drop-down list, click the address book that contains the e-mail addresses that you want in your Contact Group.
3. Browse for the name that you want, or type it in the **Search** box.
4. In the **Name** list, click the name, and then click **Members**. Do this for each person whom you want to add to the Contact Group, and then click **OK**.

- **Add an address that is not in a contacts folder or an address book**

1. On the **Contact Group** tab, in the **Members** group, click **Add Members**, and then click **New E-mail Contact**.
2. Type the information for the e-mail address, and then click **OK**.

- **Remove a name**

- In the list of names, click the name that you want to remove, and then on the **Contact Group** tab, in the **Members** group, click **Remove Member**.