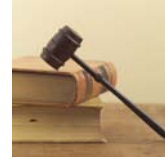


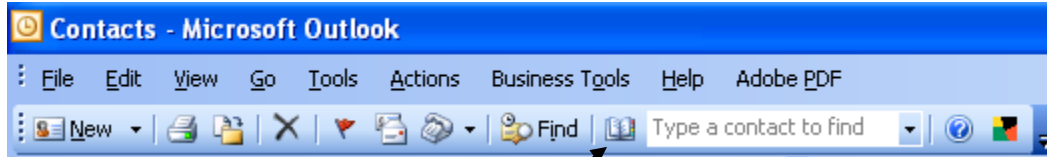
# Change Outlook Contact Address Book Settings



Outlook stores all its data in the infamous “pst” file. That being the case, if you move your pst file, say to a server or a better location for backup purposes (My Documents), you would think the contacts module would work fine. What may happen is that Outlook no longer sees the Contact Address book.

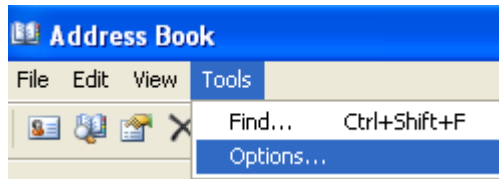
To Fix this:

1. Open Outlook and the Contact Module

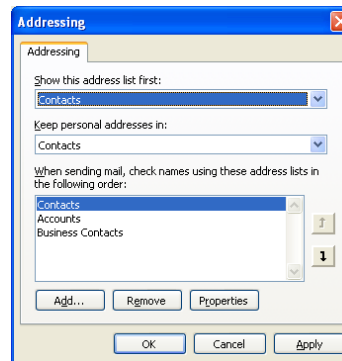


2. Select the Address Book from the tool bar

3. From the Tools Menu select Options



4. In the Addressing dialog box you may set
  - a. Which address list to show first, and
  - b. The order to check address lists



**Note:** I also find it “more friendly” to have Outlook not display the persons names smart tag. From the Tools Menu select Options and the Other tab. Deselect the option “the persons names smart tag” to disable it.

