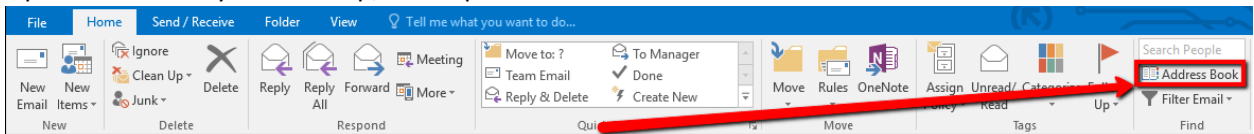


Topic: Instructions for changing default address book in Microsoft Outlook

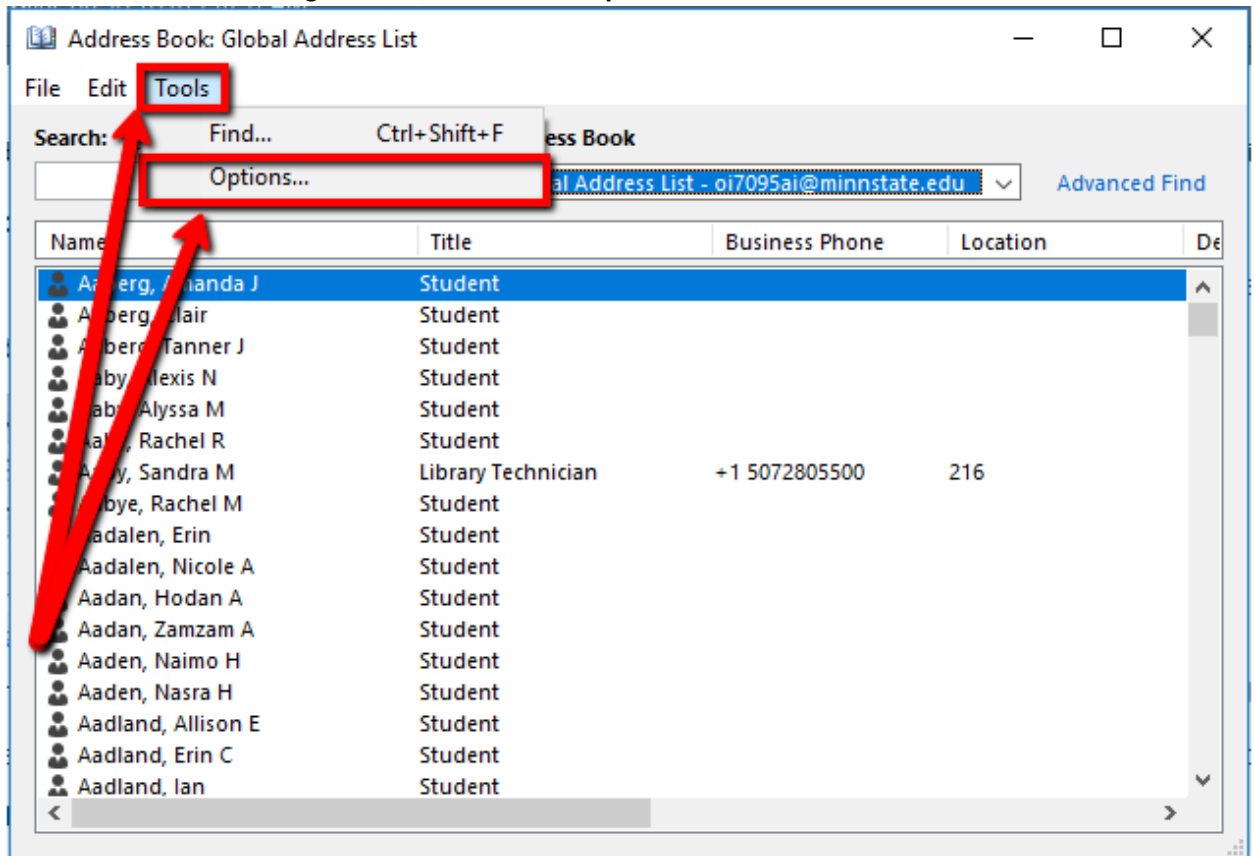
After the email migration you may have noticed that your address book is showing results for multiple campuses. This is due to the global address book feature of the Minnesota State Office 365 tenant.

The following steps will walk through how to configure the address book to only return results for the MSUM Campus:

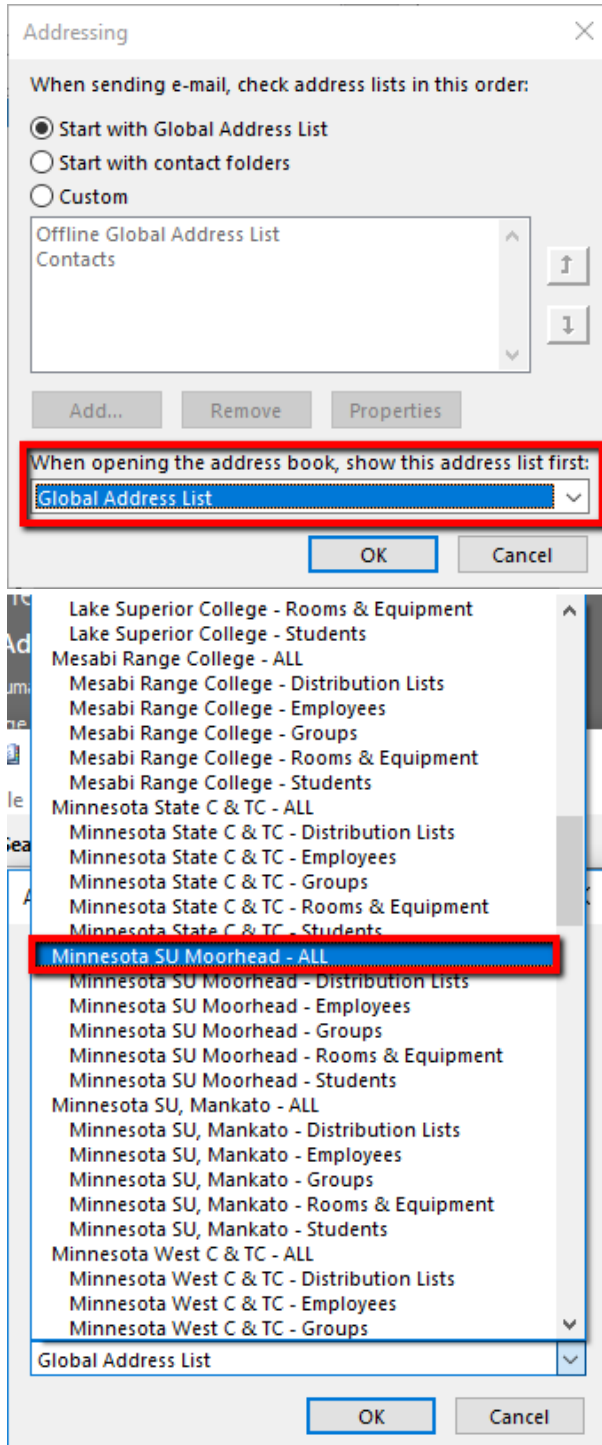
1. Open Outlook on your desktop, then open the **Address Book**



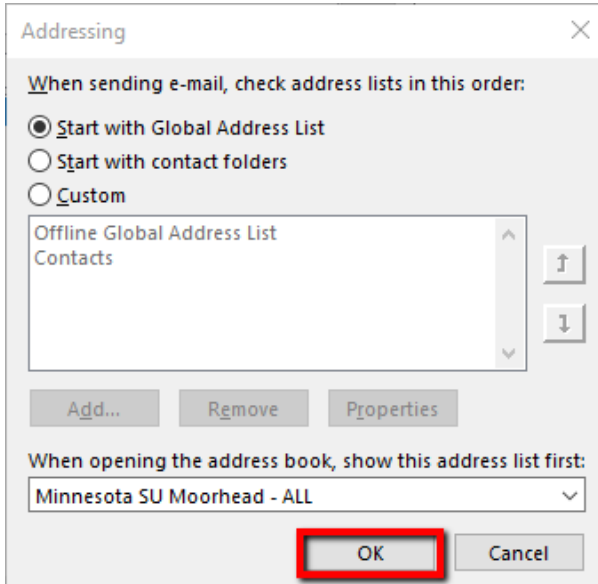
2. In the address book dialog window, click **Tools > Options**



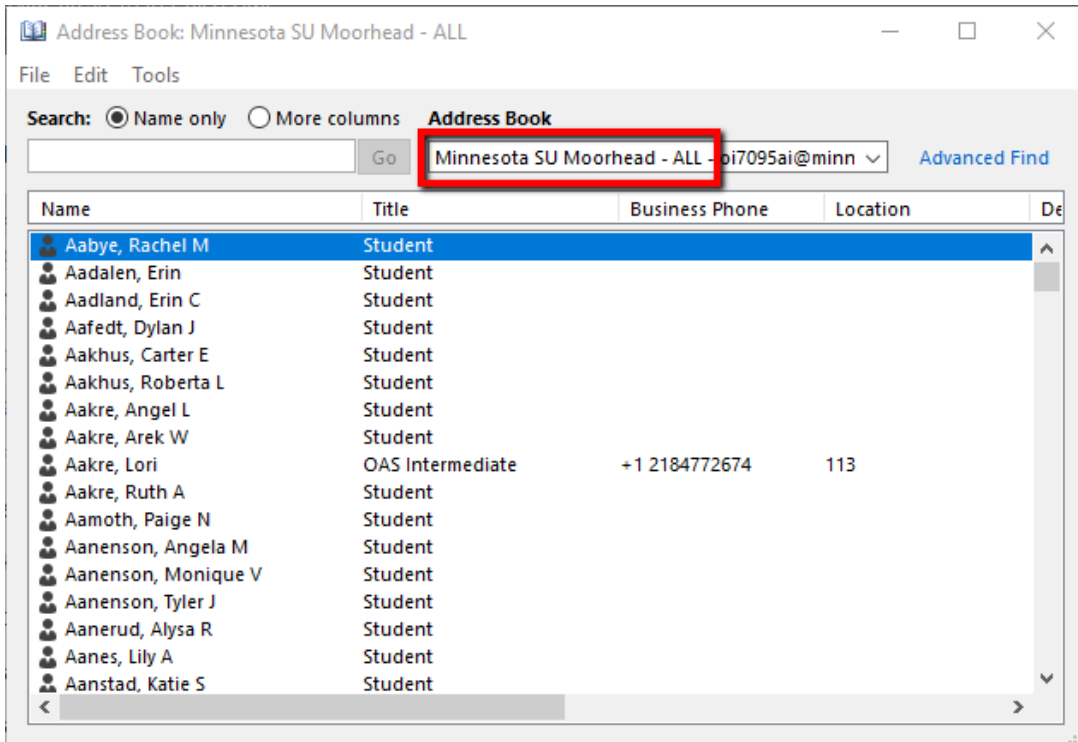
3. In the addressing window, click the dropdown list for “When opening the address book, show this address list first” and select the **Minnesota SU Moorhead – ALL** to return MSUM results only.



4. Click **OK** to save your changes



5. Close out of Outlook completely. Reopen Outlook and the Address to verify your selection defaults to **Minnesota SU Moorhead – All**



For More Information

Please contact Information Technology Services at support@mnstate.edu or 218.477.2603 if you have questions about this material.