If you open the Microsoft Office Outlook Address Book and do not see the name or e-mail address you are looking for, you might need to choose another address book from the Address Book list. If you find yourself choosing another address book frequently, you can change the default address book that is displayed when you open the Address Book.


TIP You can also open the Address Book by clicking Address Book on the Tools menu.

2. Click Tools, and then click Options.

NOTE If you open the Address Book from an open message, the Tools menu is not available. The Address Book must be opened by either method described in Step 1.

3. In the Show this address list first box, click the name of the address book that you want.

4. Click OK, and then close the Address Book.

If using the Outlook Web App you will not be able to change the default Address Book. To access other Address Lists such as “Islander Addresses” and “TAMUCC Addresses” follow these steps:

1. Go to outlook.tamucc.edu and sign in using your email address and password.

2. Click the app launcher in the upper left hand corner.

3. Click the tile labeled People.

4. Click the down arrow to the left of Directory to expand the list of available Address Books.