

Change the Default Outlook Address Book

A feature of the MnSCU Office 365 Tenant is a "Global" **Outlook address book** -- email addresses for everyone in the tenant.

The default Address Book is the "Offline Global Address List:"

🛄 Address Book: Offlin	e Global Address List			- • •
File Edit Tools				
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The offline address book reduces response time delays that would be created with a live connection to the Global Address List.

To eliminate the need to filter out the addresses not associated with your campus/system office, change your default address book.

- 1. Open Outlook on your desktop.
- 2. Open the Address Book, which can be found on the Home tab.

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3. In the Address Book dialog choose Tools - Options...



4. In the Addressing window, click the selection list for "When opening the address book..." and select the "Employees" option that will be **your** default when opening the Address Book.

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Addressing	×					
When sending e-mail, check address lists in this order:						
Start with Global Address List						
Start with contact folders						
🔘 Custom						
System Office - ALL Contacts Offline Global Address List	Ŧ					
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Add Remove Properties						
When opening the address book, show this address list first:						
System Office - ALL OK Cano	▼ :el					

Examples:

Central Lakes College – ALL (Employees haven't been added to the tenant) Hibbing CC – Employees Rainy River CC – Employees Saint Paul C - Employees (or ALL, as Students haven't been added to the tenant) Southwest Minnesota SU – Employees St. Cloud T & CC – Employees Vermilion CC - Employees

- 5. Click OK to save your new selection.
- 6. Recommended: Close Outlook completely. Open Outlook and the Address Book to verify your selection is now the default.