



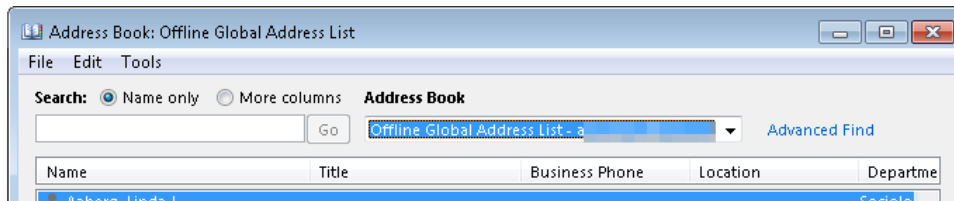
Minnesota
STATE COLLEGES
& UNIVERSITIES



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.

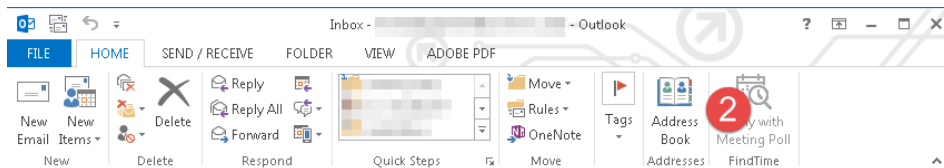
The default Address Book is the "Offline Global Address List:"



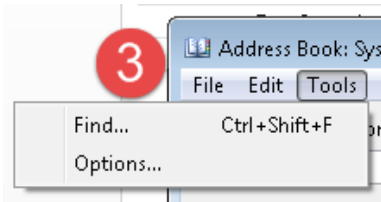
The offline address book reduces response time delays that would be created with a live connection to the Global Address List.

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

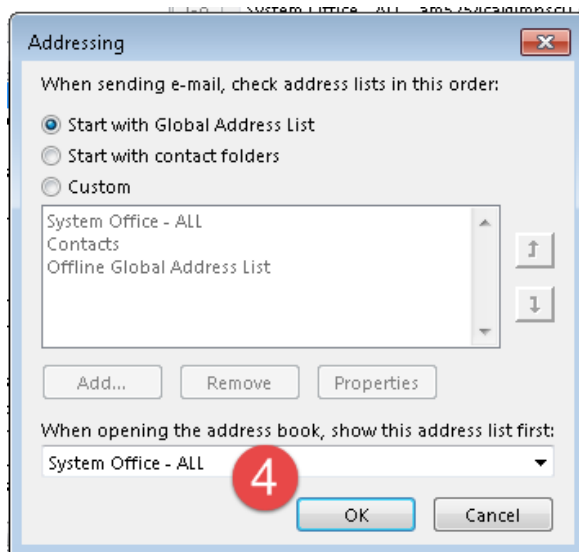
1. Open Outlook on your desktop.
2. Open the Address Book, which can be found on the Home tab.



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.



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.