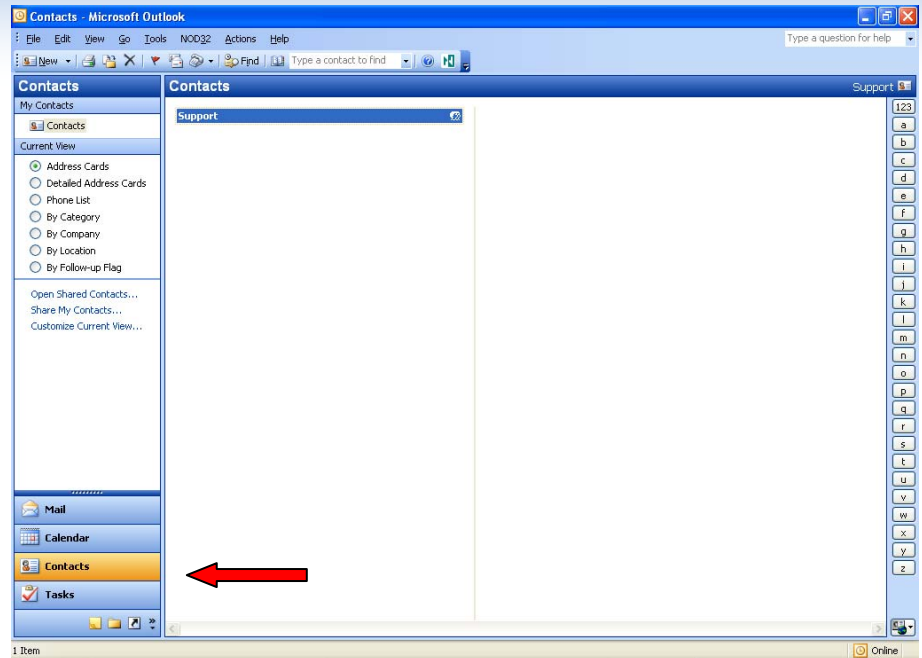


# Help Guide

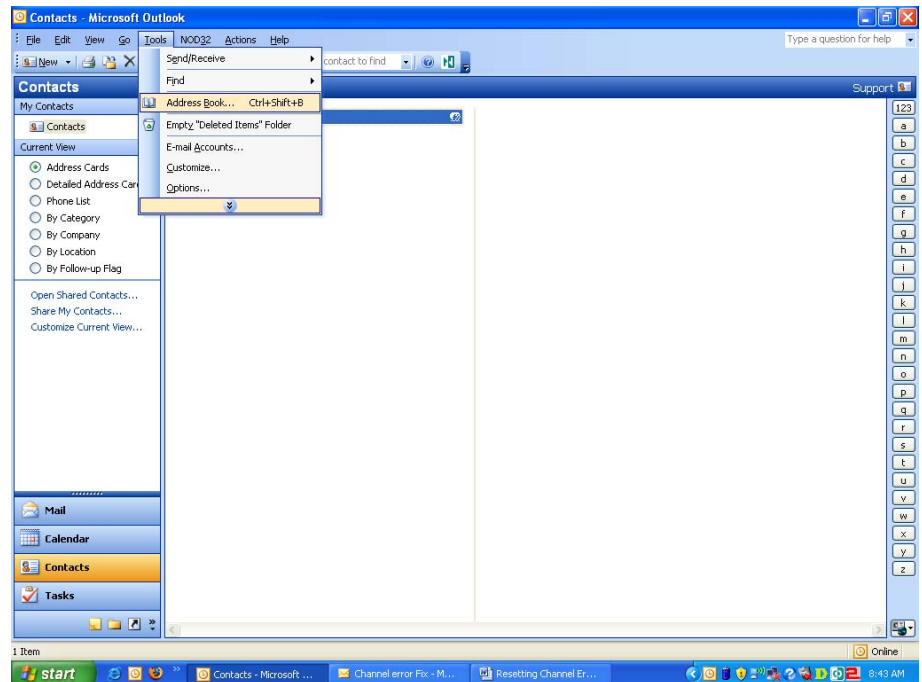
## Showing your Personal Contacts first in Outlook

By default, the Global Address list is pulled up first. These are the steps to show your personal address lists first.

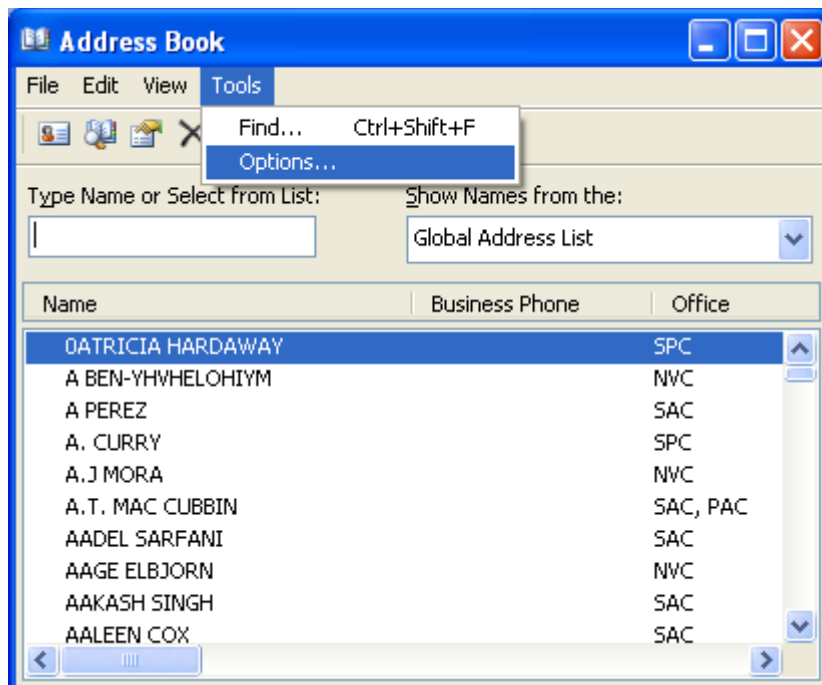
1. Log into your MS Exchange in Outlook, and select your **Contacts** folder



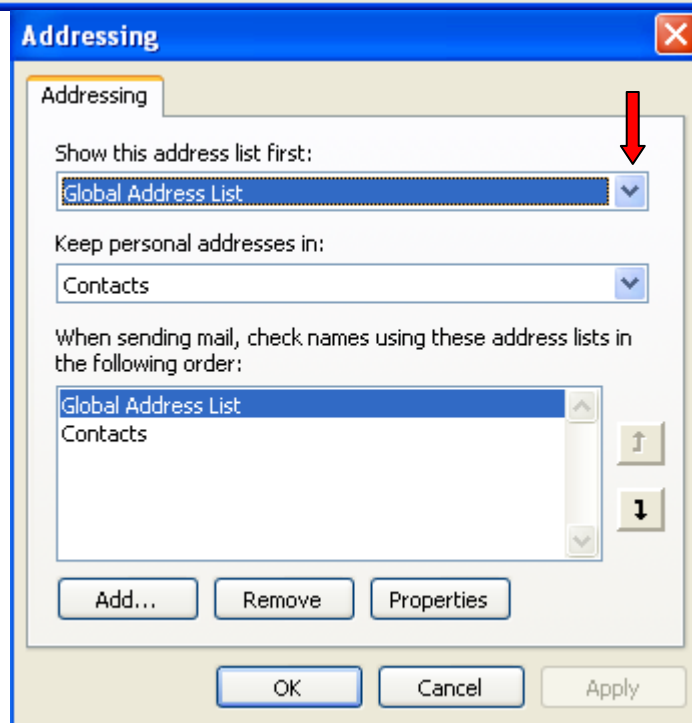
2. Go to **Tools** in the menu bar, and select **Address Book...**



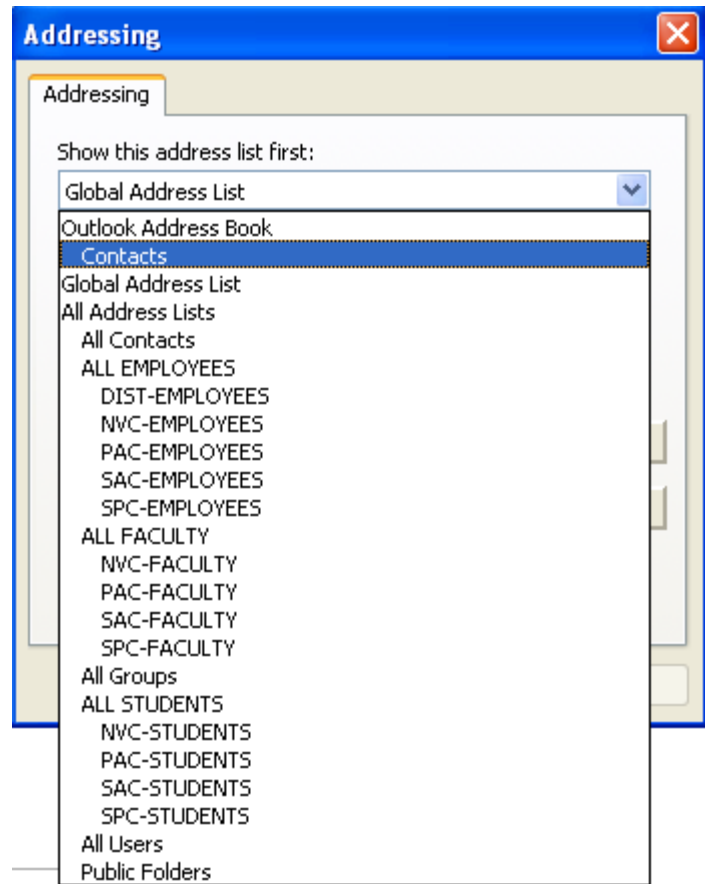
3. In the Address Book window, go to **Tools** then select **Options...**



4. Click on the drop down box "**Show this address list first:**"



5. Select **Contacts** under the Outlook Address Book.



6. Click on **Apply**. Close out of the address book window. The next time you pull up your address book, your personal contacts will be pulled up first.

