

## How to change the default address book

When you write an email and click on the address book, the default address book will appear. You can then modify this default address book according to your preferences.

## 1. Click [Address Book].

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File Hom	Send / Receive	Folder View	Help							
New New Email Items ~	Control Contro	$ \begin{array}{c} & & \\ & & \\ & \\ & \\ & \\ & \\ & \\ & \\ & $	<ul> <li>Move to: ↑</li> <li>→ To Manager</li> <li>✓ Team Email</li> </ul>	× 1>	Move ~ Rules ~	Tag	Address Bo	An) Pok	Get Add-ins	
New	Delete	Respond	Quick Steps	Гы	Move		Find	Speech	Add-ins	^
Drag Your Favorite Folders Here		All Unread	By Date ∽	Ŷ						
~ @	ntu.edu.tw	we didirit find any	thing to show here.							
Inbox										
Drafts										
Sent Items										
Deleted Items	15									

## 2. Click 【Tools】, then select 【Options】.

💷 Address File Edit	s Book: @ntu.edu.tw Tools	_	
Search:		~	Advanced Find
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3. Click the dropdowns with red box, the select 【Contacts】.

Addressing			×					
When sending email, check address lists in this order:								
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Contacts NTUFNS			t v					
A <u>d</u> d	R <u>e</u> move	P <u>r</u> operties						
When opening t	the address bo	<u>ok, show this a</u>	ddress list first:					
Contacts			~					
	[	OK	Cancel					