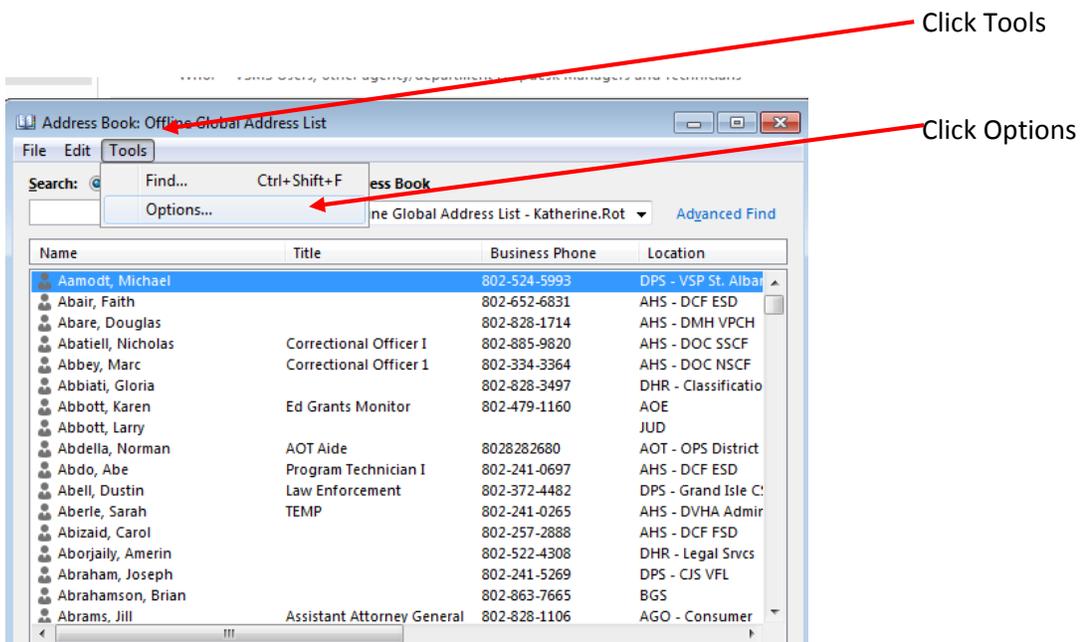
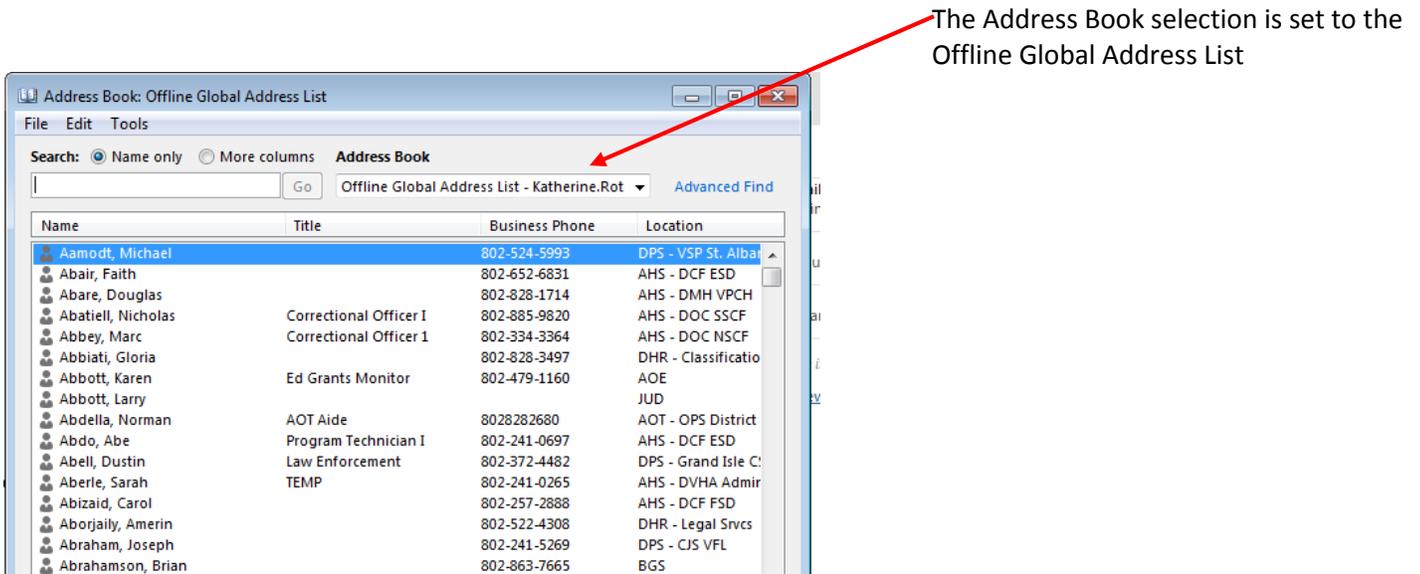
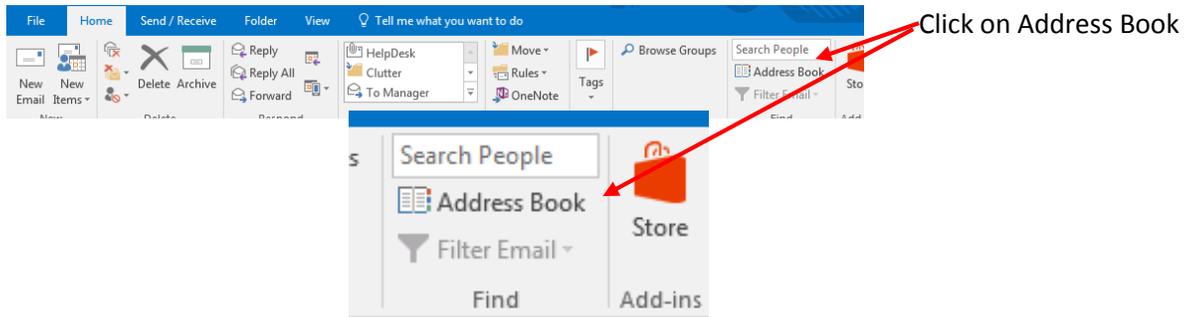
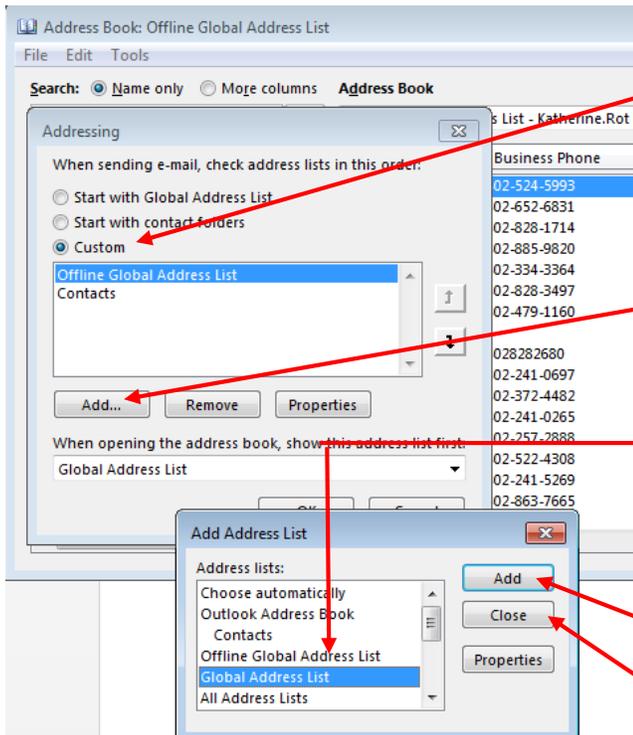


## Default Your Outlook 2016 Address Book to the Global Address List

You will find that your Outlook address book defaults to the Offline List. You will need to set the default to the Global Address List.

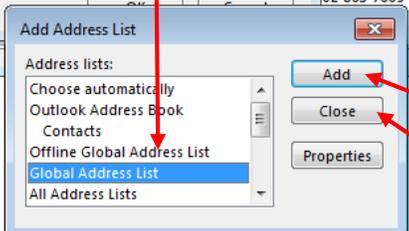




Click Custom

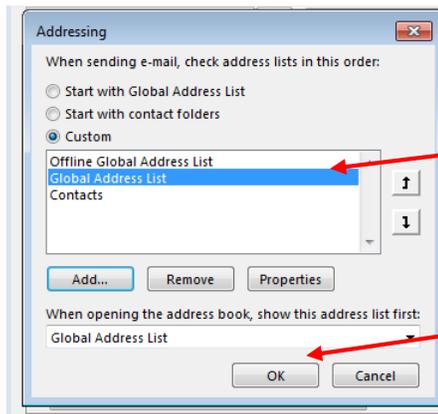
Click Add...

Click Global Address List



Click Add

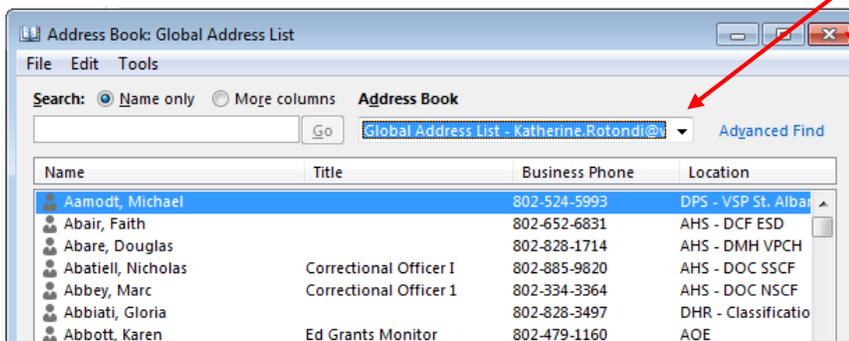
Click Close



Note: Global Address List has been added

Click OK

Click the down arrow  
Select Global Address List



Close this window

Try it with a new email