How to configure your default Address Book in Outlook

1. Log in to your Outlook email.
2. Click on Address Book.

3. Go to Tools

4. Click Options
5. Select Custom
6. Go to dropdown option for “When opening the address book, show this address list first:”

7. Select Pine Technical & CC

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8. Click OK
9. Close then re-open the Address Book to ensure the setting has been saved.