

# Microsoft Office Outlook Address Book



To designate a Contacts folder as an Outlook Address Book, go to the Properties dialog box for the Contacts folder. On the Outlook Address Book tab, select the "Show this folder as an e-mail Address Book" check box.

Outlook Address Books:

Contacts: Mailbox - Chris Hill

Remove Address Book

Show names by

☒ First Last (John Smith)

☐ File As (Smith, John)

Close

# Microsoft Office 2007 Address Book

**Richard Bailey**

A red circular graphic with a gradient, appearing as a semi-circle or a partial circle, located to the right of the name Richard Bailey.

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