How to change the default Address Book in Outlook 2016

This option controls which address book you see when you open the Address Book (via clicking Ctrl+Shift+B) and when you click the To, Cc, or Bcc buttons when composing e-mails.

To change the default Address Book, do the following:

1. Open the outlook client on your desktop, click Ctrl+Shift+B:

2. In the Address Book dialog box, choose Tools -> Options... to open the Addressing dialog box:
3. From the drop-down list labeled **When opening the address book, show this address list first**, select the **GLOBAL ADDRESS LIST**.

4. Click OK