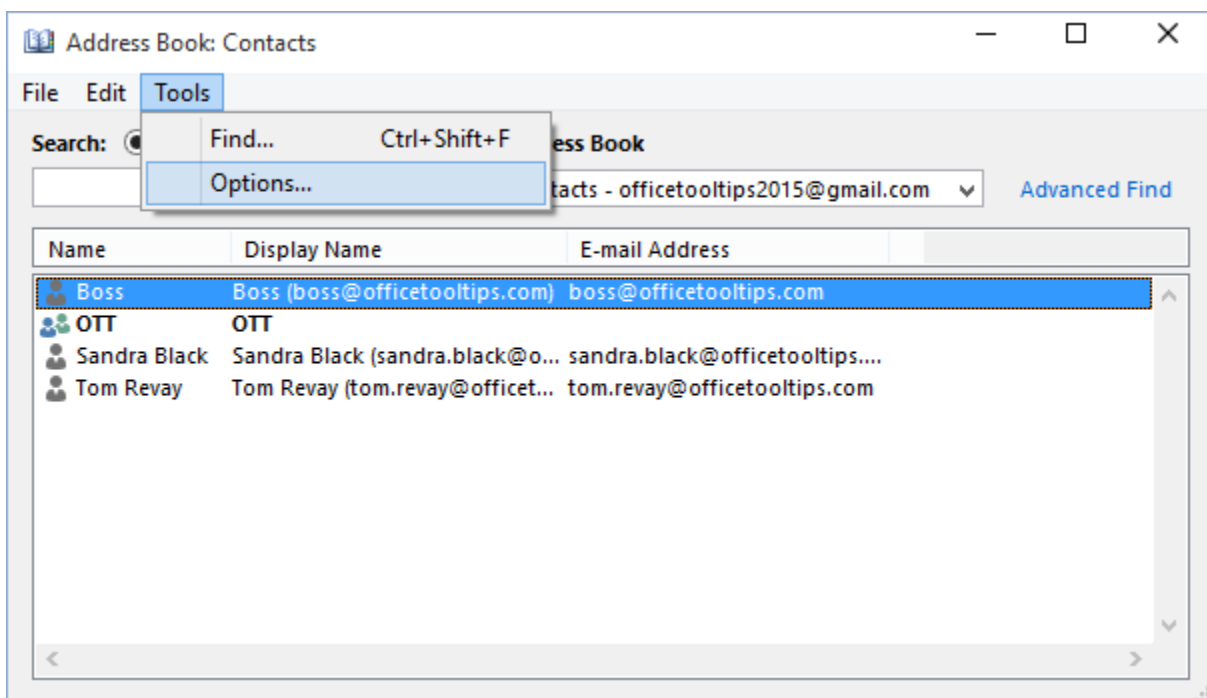


# How to change the default Address Book in Outlook 2016

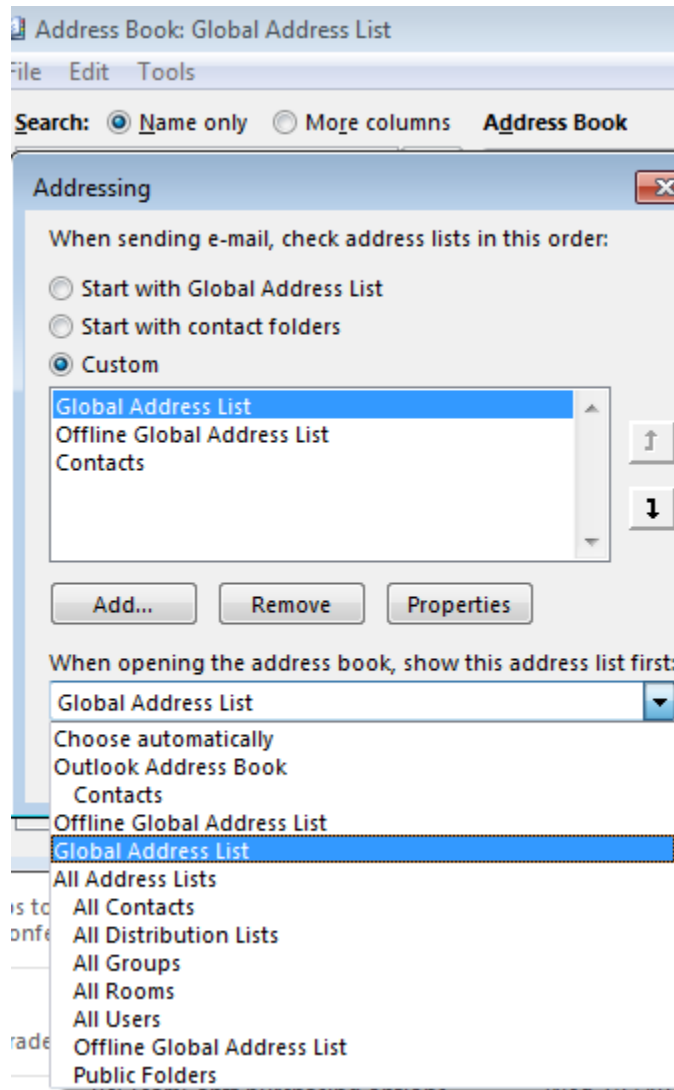
This option controls which address book you see when you open the **Address Book** (via clicking **Ctrl+Shift+B**) and when you click the **To**, **Cc**, or **Bcc** buttons when composing e-mails.

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