

**To eliminate the need to filter out the addresses not associated with your college/system office, change your default address book.**

1. Open Outlook on your desktop.
2. Open the Address Book.
3. In the Address Book dialog window, choose Tools > Options.
4. In the Addressing window, click the selection list for "When opening the address book..." and select the desired option for ATCC. This will be your default address book. Example:

Alexandria T & CC - ALL

Alexandria T & CC – Employees

Alexandria T & CC - Students

5. Click OK to save your new selection.
6. Recommended: Close Outlook completely. Open Outlook and the Address Book to verify your selection is now the default.