

# Add Outlook Address Book

1. Start Outlook
2. On the **Tools** menu, click **E-Mail Accounts**
3. Under **Directory**, click **Add a new directory or address book**, then click **Next**
4. Click **Additional address books**
5. Click **Outlook Address Book**, then click **Next**
6. Click **OK** and exit Outlook
7. Restart Outlook for the changes to take effect