

## Adding Personal Contacts to Your Outlook Address Book

1. Open Outlook and select **Tools>Email Accounts** from the top menu bar.
2. From the Wizard under Directory select **Add a new directory or address book** and click on **Next**.
3. From the Directory or Address Book Type screen, select **Additional address books** and click on **Next**.
4. From the Other Address Book Types, select **Outlook Address Book** and click on **Next**.
5. Restart Outlook.

In a new message, when you want to add an address from your personal contacts, make sure you have **Contacts** selected in your Address Book under **Show Names From**.