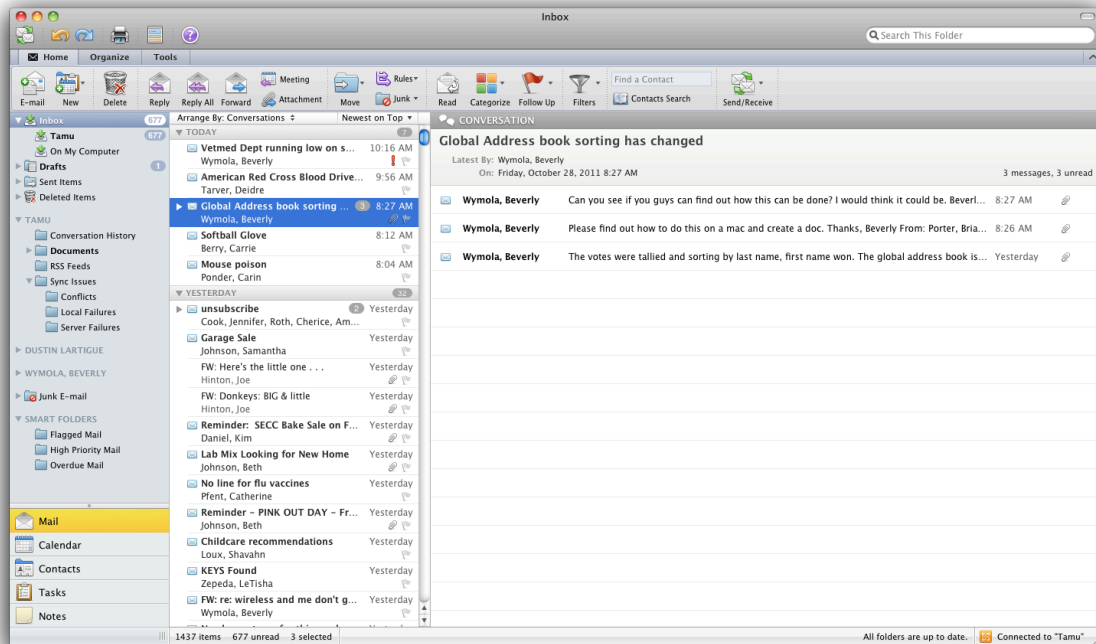
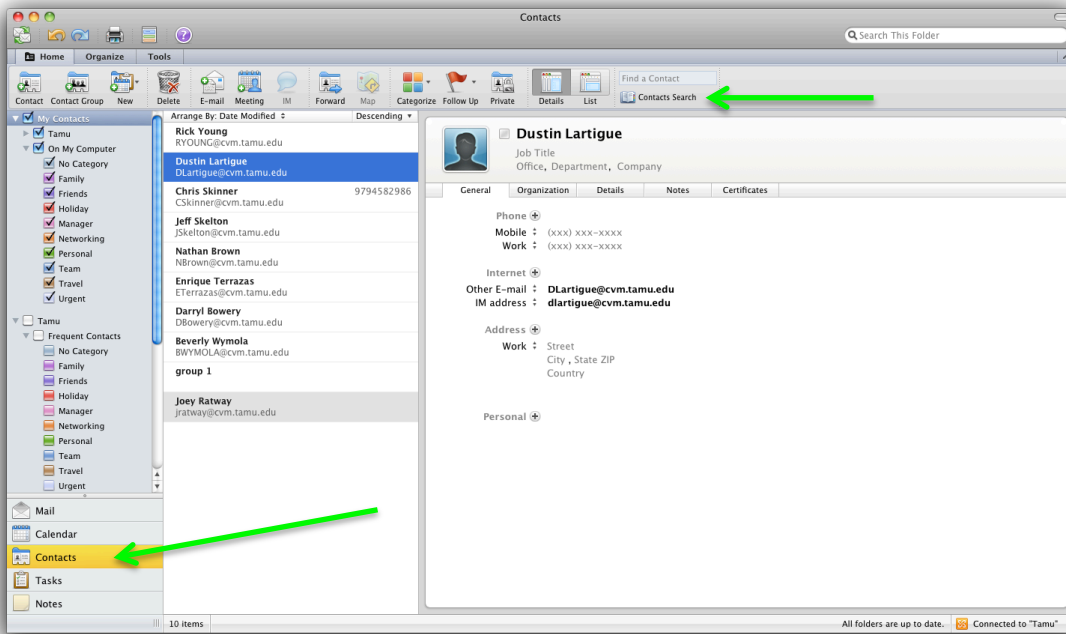


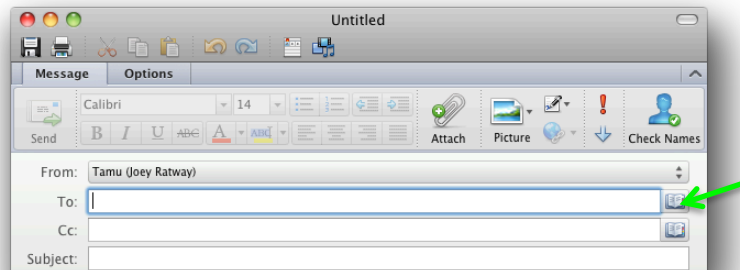
Sorting the Address Book in Outlook for Mac



In the Outlook client, there are two ways of searching through the address book. First, you can get to the address book through a new mail message. The second way is by clicking on **Contacts**, and then **Contacts Search** in the very right of the toolbar.



To search through the address book, please click on the address book symbol that is to the right of the **To** text box.



To sort the contacts in the address book, please select **Search All Fields**. This will allow you to search through the address book by any category. For example, searching for “vet” brings up users with the name vet and also email addresses with that include “vet”. Then click on **All Folders** and select **Default Global Address Book**. You can now search through the address book by name and other categories.

