

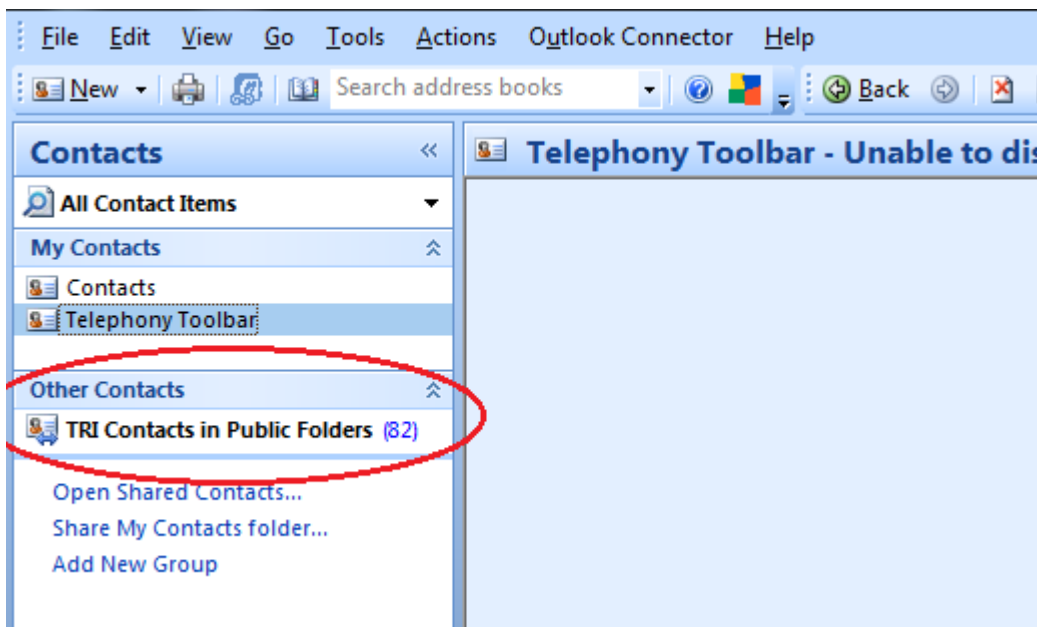
# How to list a public folder address book on your Outlook Contacts page

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## Issue

I am often asked how to can add various address books (particularly Public Folder address books) to the Contacts page within Outlook in order to simplify the process of accessing and looking up a number or address.

Example:



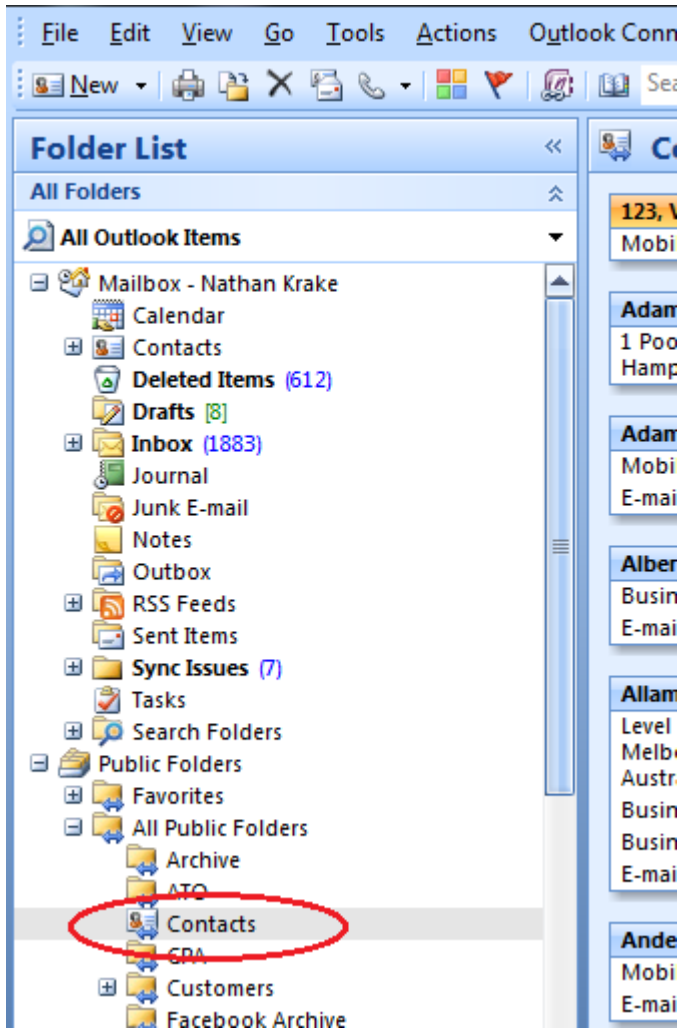
Please note: This process does not document how to add an address book to your list of accessible contact lists when addressing an email.

## Soluton

Please note, this procedure has been created using Outlook 2007. Other versions of Outlook may appear differently.

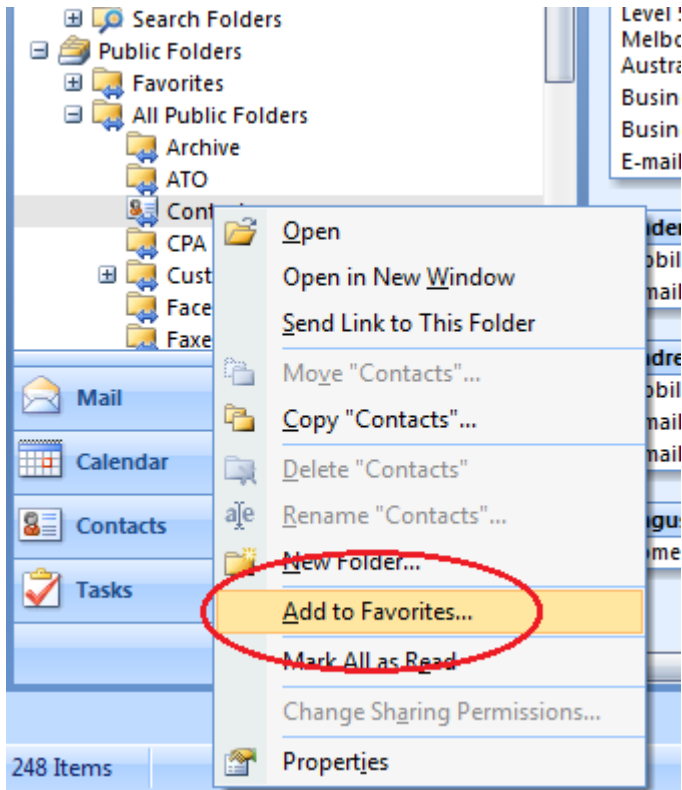
Step 1. Navigate to the address book that you would like to make visible (list) within your contacts page.

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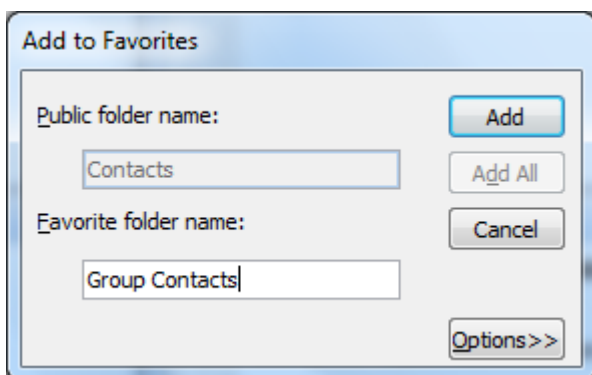


Step 2. Click the address book with your right mouse button and choose "Add to Favourites"

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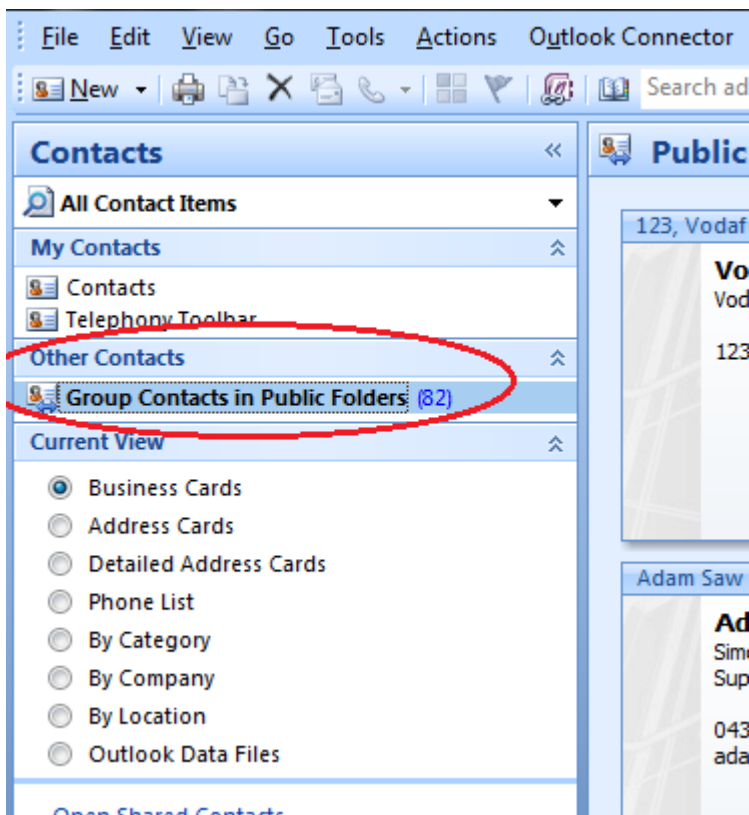


Step 3. Provide a name that best describes this address book (or leave it as the default)



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Step 4. Click Add and then navigate to your Contacts page within Outlook to confirm that is visible



Step 5. The process is complete and the address should be accessible within your Contacts page. Hopefully, this will make things easier when managing various address books and because its a 'link' to the original and not a copy, the contents of the address book will automatically be updated.