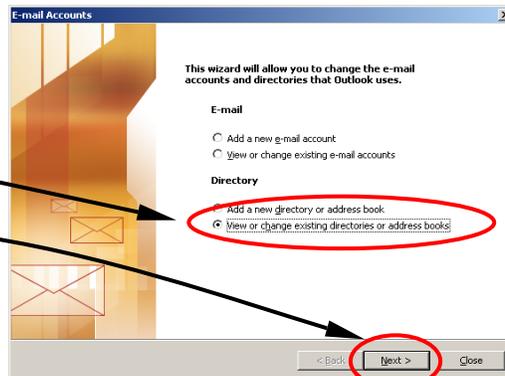


MS Outlook 2003: Setting the Address Book to Alphabetize By Last Names

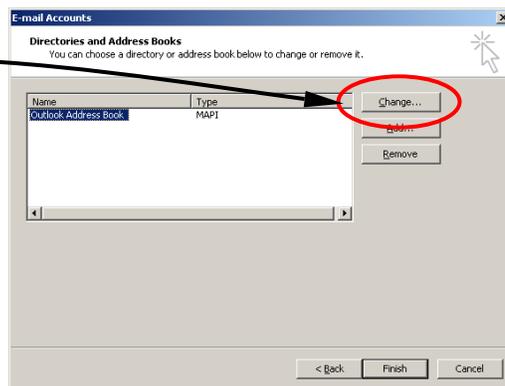
This assumes you have followed directions labeled: [MS Outlook: Setting Other Folders To Appear As An Outlook Address Book](#).

(www.techhelp.eu.odedodea.edu/ms_office/outlook_set_address_book.doc)

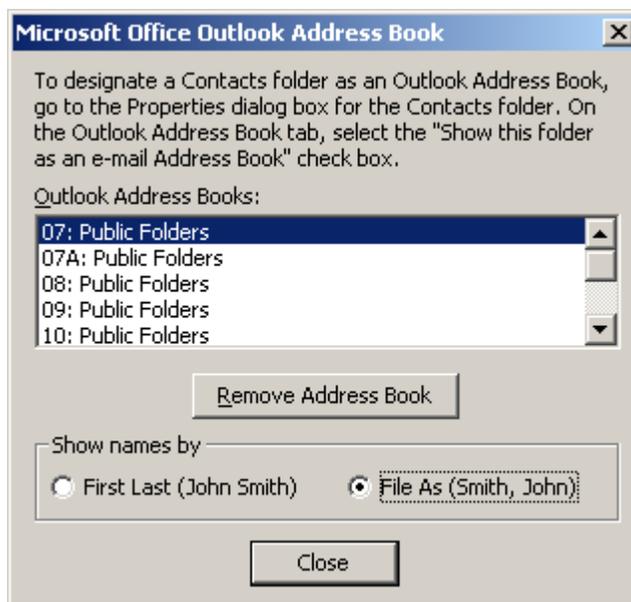
1. Click on the *Tools* menu item.
2. Select *E-mail Accounts*.
3. Check the “radio button” to *View or change existing directories or address books*.
4. Click *Next*.



5. Click *Change*



6. You should see a window similar to the one on the right.
7. Click on the radio button the *File As (Smith, John)*
8. They should now all be listed by their last names.
9. You're now ready to use these as if they were normal Outlook Address Books. See how-to labeled: [MS Outlook: Using Sponsor E-Mail](#)



(www.techhelp.eu.odedodea.edu/ms_office/outlook_using_sponsor_e-mail.doc)

