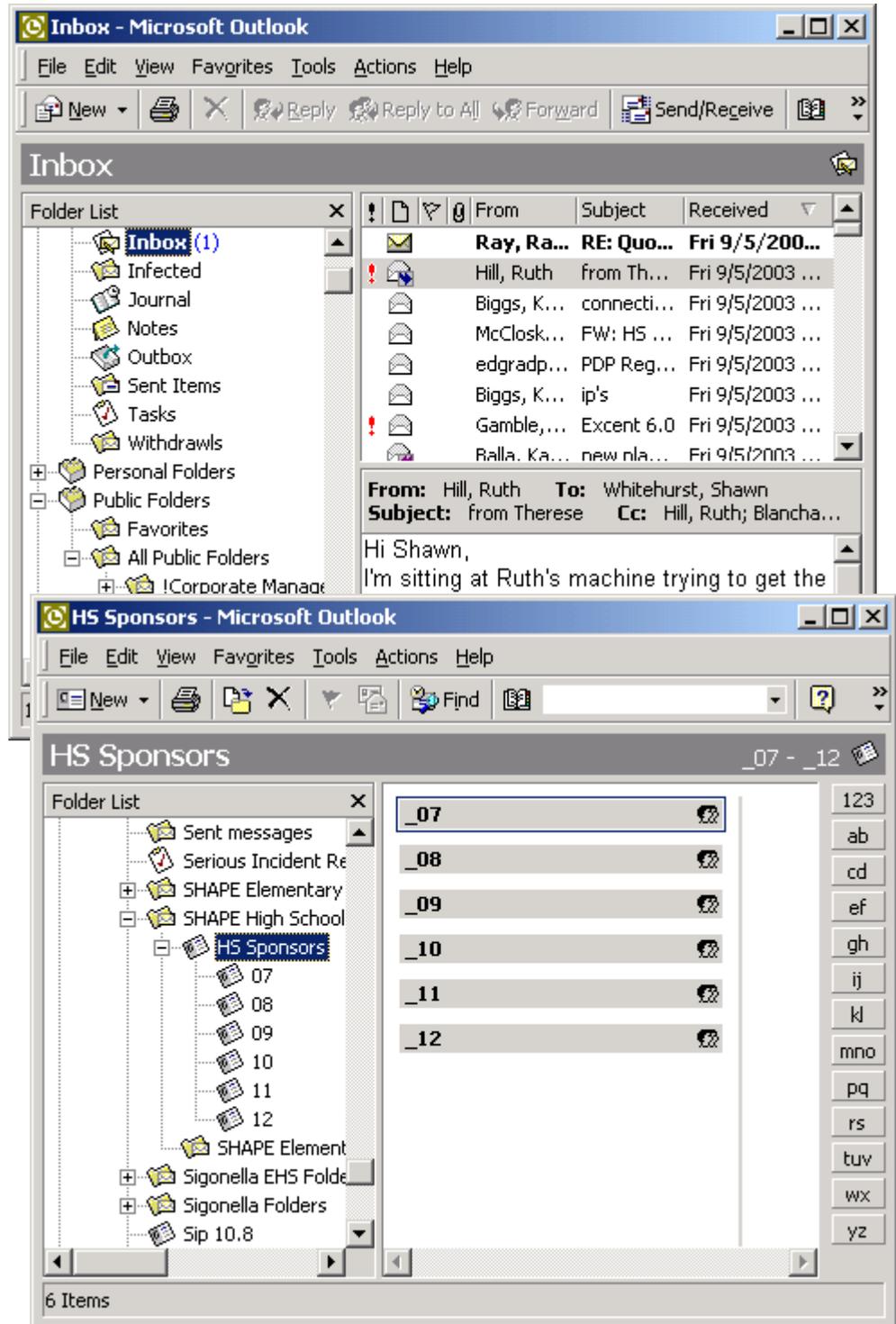


MS Outlook: Setting Other Folders To Appear As An Address Book

If you have created sub folders in your Contacts or Public Folders, they will not be recognized as Address Books until you configure them. At SHAPE, we have placed all of our parent e-mail addresses, indexed by grade level and then student name, in *Public Folders*.¹ To make sure that those contacts are searched when you start a new message and click on the *To* button, follow these steps.

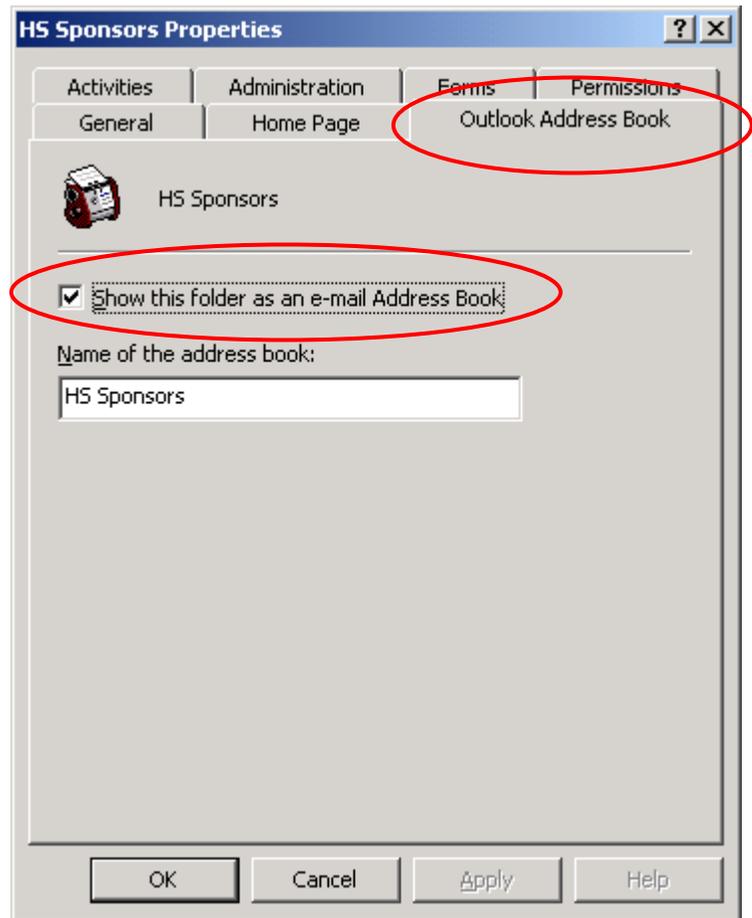
1. Make sure you are viewing the *Folder List*.
 - a. *View* menu item
 - b. Select *Folder List*
2. Open *Public Folders* by double-clicking on it and then open *All Public Folders*.
3. Scroll down until you see *SHAPE High School*.
4. Double-click to open it.



5. Double-click on *HS Sponsors*. It should now look similar to the image on the right. The entries you see on the right are Distribution Lists for each entire grade. Class sponsors may want to use this to send e-mail to entire grade levels. Please keep in mind that these are only e-mail addresses for those parents who have provided them to the school. There is no guarantee they are accurate.

¹ If you're from a different school and would like to do this, have your ET contact the SHAPE ET

6. Right-click on *HS Sponsors* and select *Properties*.
7. Click on the tab *Outlook Address Book*.
8. Check the box “*Show this folder as an e-mail Address Book*”
9. Click the *OK* button.
10. Right-click on the folder *07* that should be under the *HS Sponsors* folder and repeat steps 7-8 above.
11. Do the same for every other folder.



12. Follow the instructions on the how-to labeled [MS Outlook: Setting Address Book to Alphabetize By Last Names](http://www.techhelp.eu.odedodea.edu/ms_office/outlook2003_list_by_last_name.doc).
(http://www.techhelp.eu.odedodea.edu/ms_office/outlook2003_list_by_last_name.doc)
13. 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](http://www.techhelp.eu.odedodea.edu/ms_office/outlook_using_sponsor_e-mail.doc)
(www.techhelp.eu.odedodea.edu/ms_office/outlook_using_sponsor_e-mail.doc)