

1. In the **Navigation Pane** (**Navigation Pane: The column on the left side of the Outlook window that includes panes such as Shortcuts or Mail and the shortcuts or folders within each pane. Click a folder to show the items in the folder.**), click **Contacts**.
2. Under **My Contacts**, right-click the **Contacts** folder you want to view in the address book, and then click **Properties** on the shortcut menu.
3. Click the **Outlook Address Book** tab, and make sure that the **Show this folder as an e-mail address book** check box is selected. If the check box is unavailable, you need to add the Outlook Address Book to your profile.

▼ How?

1. On the **Tools** menu, click **Email Accounts**.
 2. Click **Add a new directory or address book**, and then click **Next**.
 3. Click **Additional Address Books**, and then click **Next**.
 4. Click **Outlook Address Book**, and then click **Next**.
 5. Click **OK**.
 6. Restart Outlook.
4. Click **OK**.