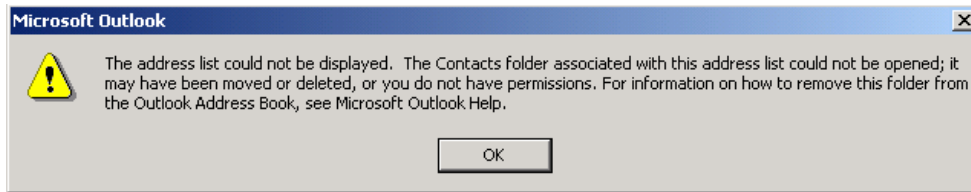
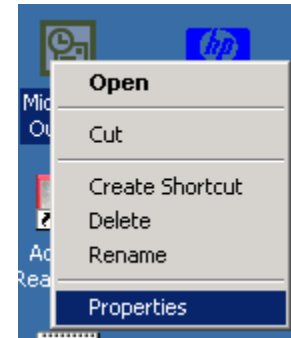


# How to correctly view your Contacts in Outlook XP



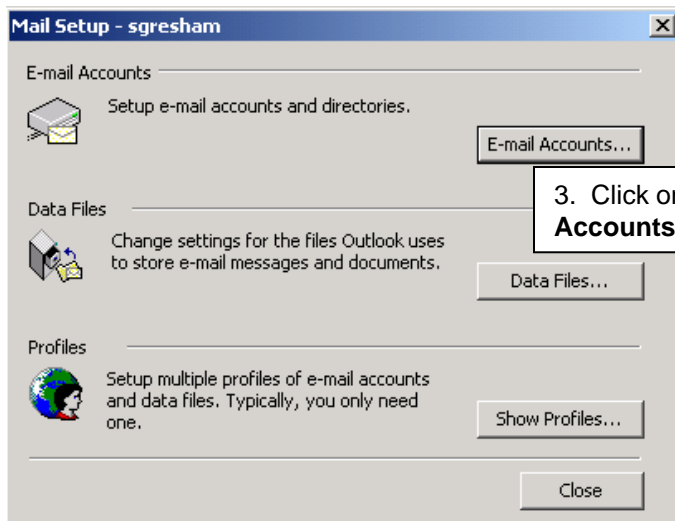
When you open an email message and attempt to add an address from your Contacts folder, you get this message. Your Contacts folder is not gone- it just isn't displaying properly. Be sure to export your Contacts folder before proceeding.



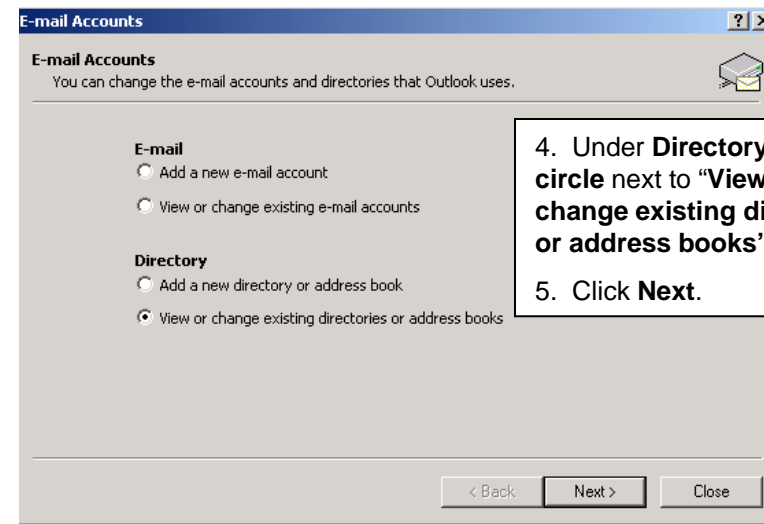
1. **Right-click** on the **Outlook** icon on your desktop. Note: Do not select the icon on your Quick Launch bar or on your MS Shortcut bar. If your Outlook icon isn't there or you don't see the box displayed below then you will have to:

Double-click on My Computer. Double-click on Control Panel. Then double-click on the Mail icon.

2. Click **Properties**.

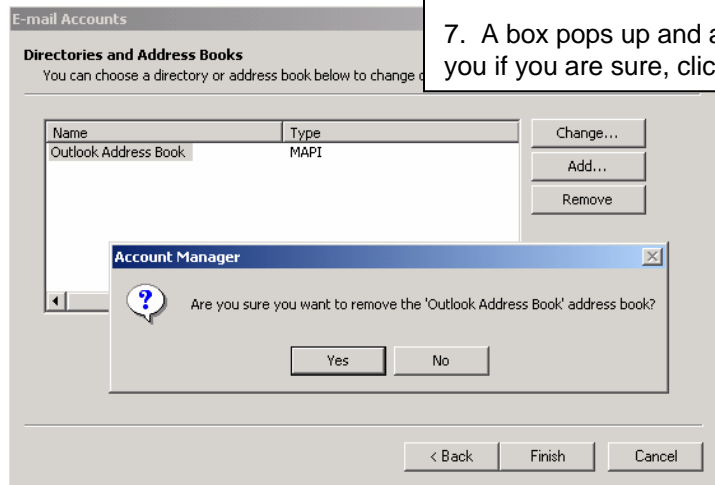


3. Click on the **Email Accounts...** button.

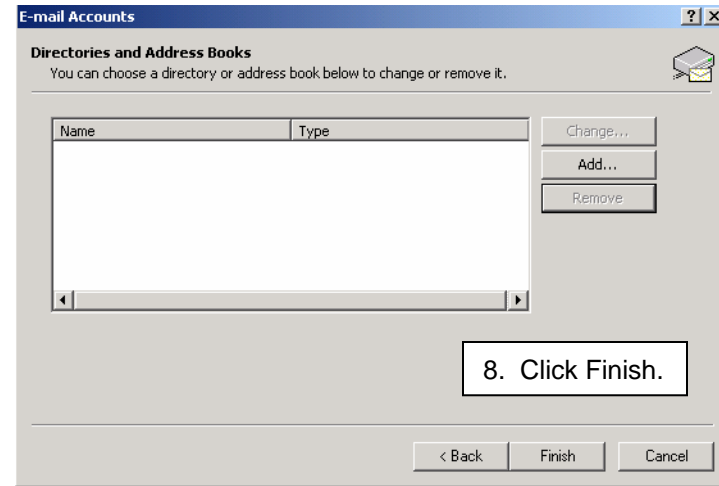


4. Under **Directory**, click the **circle** next to "**View or change existing directories or address books**".

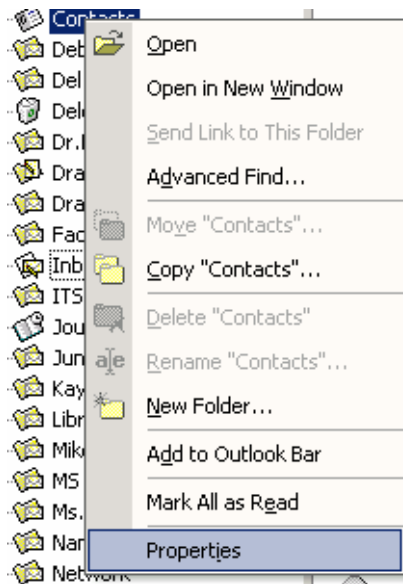
5. Click **Next**.



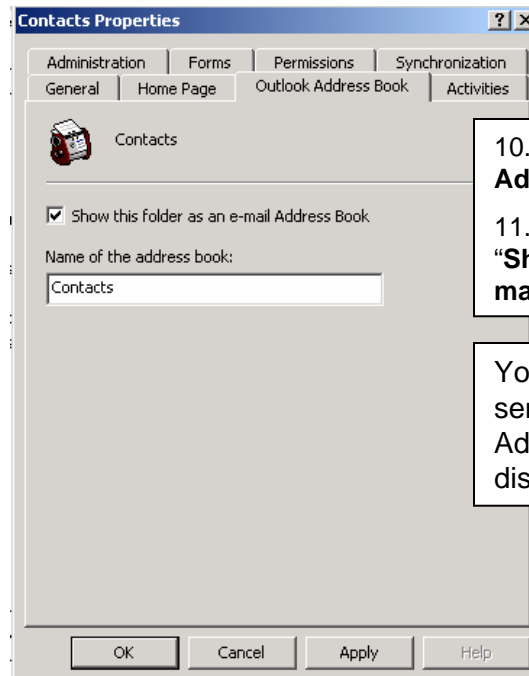
6. Click the Remove button.  
7. A box pops up and asks you if you are sure, click Yes.



8. Click Finish.



9. Right-click on **Contacts** folder and click **Properties**.



10. Click on the **Outlook Address Book** Tab.  
11. Check the box for **“Show the folder as an e-mail Address Book”**.

You will notice that when you send an email and access your Address Book that Contacts displays properly now.