Instructions to Add Outlook Address Book

Here is the fix for the missing Address Book in Outlook. This fix applies to the MBA Class of 2007.

1. In Outlook, go to Tools → E-mail Accounts.
2. Select Add a new directory or address book, click Next.

3. Select Additional Address Books, click Next

4. Select Outlook Address Book, click Next.
5. You will see the message “The E-mail account you have just added will not start until you choose Exit from the File menu, and then restart Microsoft Office Outlook.”
6. Click OK, click Finish.
7. Exit Outlook, then restart Outlook.
8. In Outlook, click on the Contacts tab on the lower left window.
9. Right click Contacts in the center window and select Properties.

10. Click on the Outlook Address Book tab.
11. Check the box next to show this folder as an e-mail Address Book.
12. Click OK.