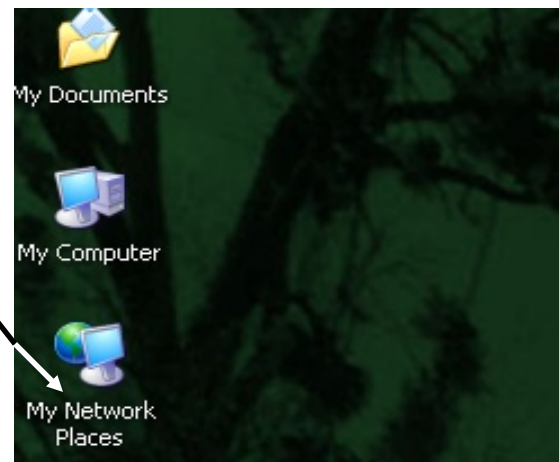


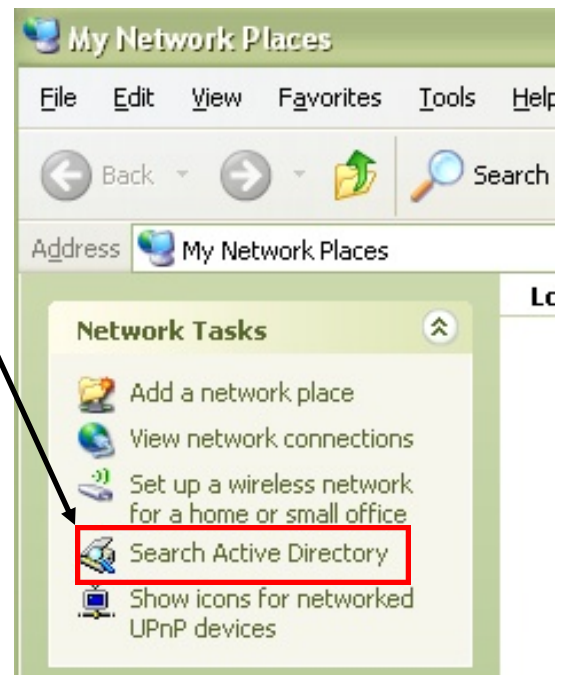
Changing Your Outlook Address Book Information

Changes in Customer Services now allow users to update portions of their own Outlook Address Book information. To update your entry, follow these simple steps. (**Note: Not all information is available for update.**)

The first step is to double-click on the “My Network Places” icon, normally present on your desktop. (If it is not on your desktop, look for it in the start menu.)



Next, click on the “Search Active Directory” task on the left side of the window.



This window will appear.

Simply enter your username in the space provided and click the “Find Now” button.

Your username will appear, possibly with others. Double click on your username.

In your properties window, you will notice three tabs which contain information that can be edited. Just click on an area that needs updating and make the changes. **(Note: Not all information is available for update.)**

Once you have made your changes, click “Apply” and “OK”.

