How To Update the Outlook Address Book

In Outlook, click the "Send / Receive" tab, then click the "Send/Receive Groups" dropdown menu, then select "Download Address Book...":

e Hor	ne Send / Receive	Folder Vi			
G	⊇ Update Folder > Send All				
folders	Send/Receive Groups ~	Progress A			
	0 "All Accounts" Gro	oup			
	*gary@rowegroup.com	" Only			
ary@rov	Inbox				
box	"sserrors@rowegroup.com" Only				
CloudFlan					
CompTIA	Inbox				
Backups	Download Inbox Headers				
Barracuda	Process Marked Headers				
CWT	Download Address	look			
Admin	Define Send/Receive	Groups			
FreePBX Fail2Ban	Disable Scheduled Send/Receive				

In the "Offline Address Book" popup leave defaults and click the "OK" button:



Once Outlook downloads the latest address book the popup window will disappear:

Cutlook Send/Receive Progress	_		×	
0 of 1 Tasks have completed successfully		Canc	el All	
Don't show this dialog box during Ser	nd/Receive		<< D	etails
Tasks Errors				
Name	Progress	Remaining		
gary@rowegroup.com				
gary@rowegroup.com Offline address book Connecting to Micr	osoft Exchange		Cancel T	lask 🛛
				-jaj