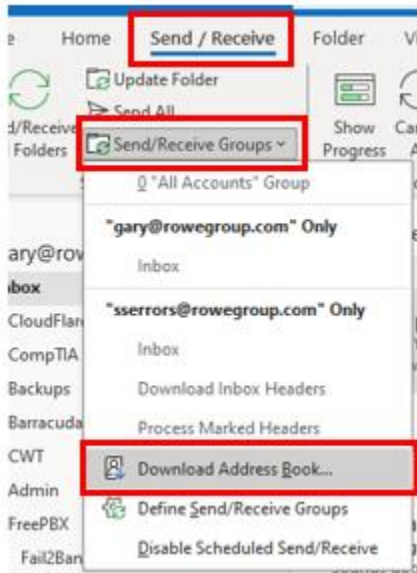
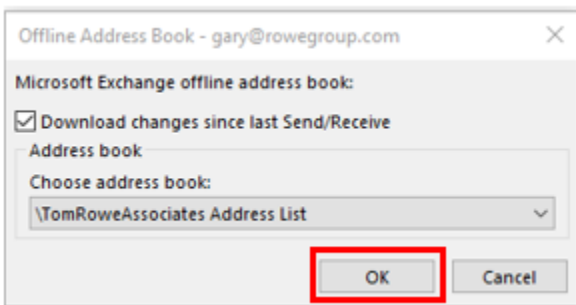


# How To Update the Outlook Address Book

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



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:

