

## **AKO Mail Client: Set AKO as the default address book**

Use the following instructions to set AKO as the default address book in Outlook 2007:

1. On the **Standard** toolbar, click **Address Book**.
  - **Tip:** You can also open the Address Book by clicking **Address Book** on the **Tools** menu.
2. Click **Tools**, and then click **Options**.
  - **Note:** If you open the Address Book from an open message, the **Tools** menu is not available. The Address Book must be opened by either method described in Step 1.
3. In the **Show this address list first** box, click the name of the address book that you want. Scroll to the AKO address book.

Click **OK**, and then close the Address Book.