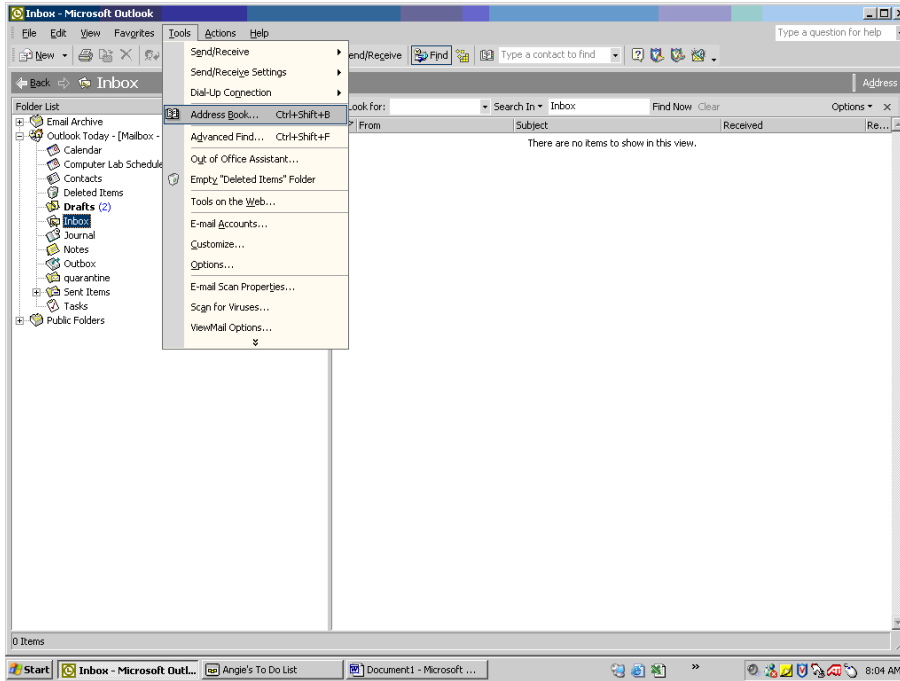
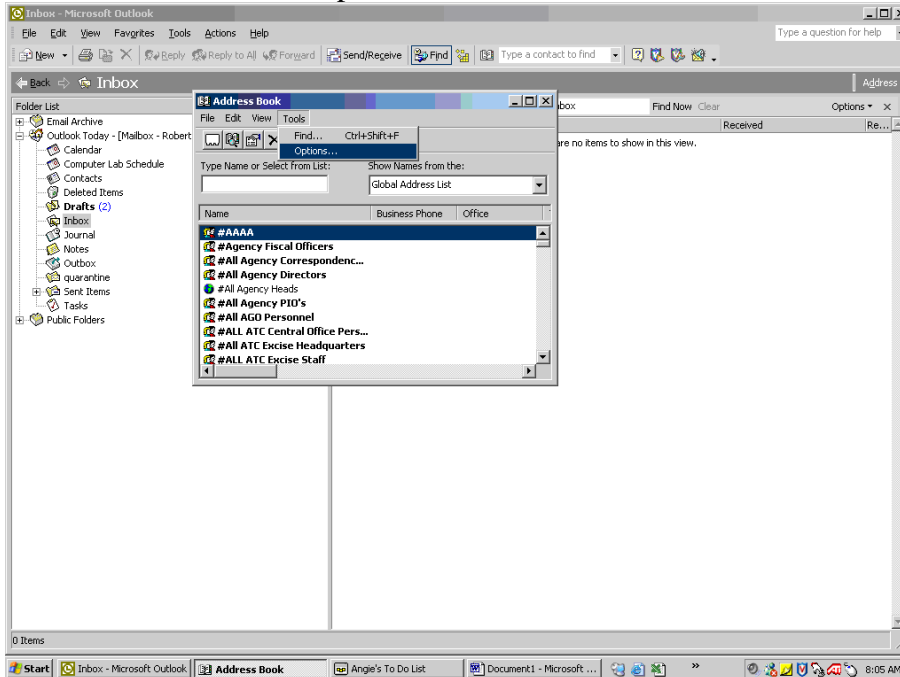


To Set your Address Book for Logansport State Hospital

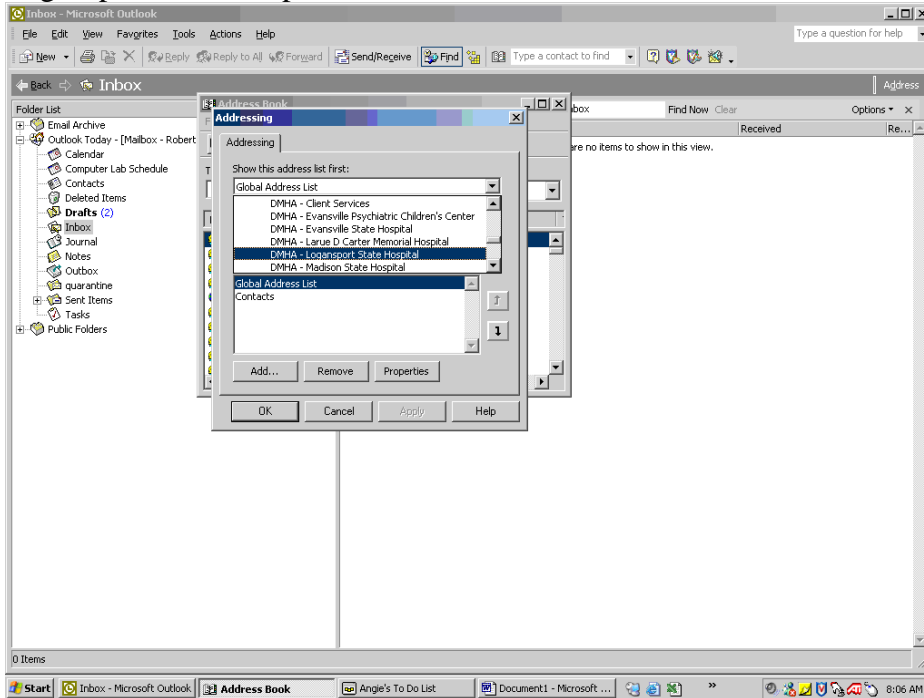
1. Open Outlook as you would normally
2. Click on Tools, then Address Book as shown below:



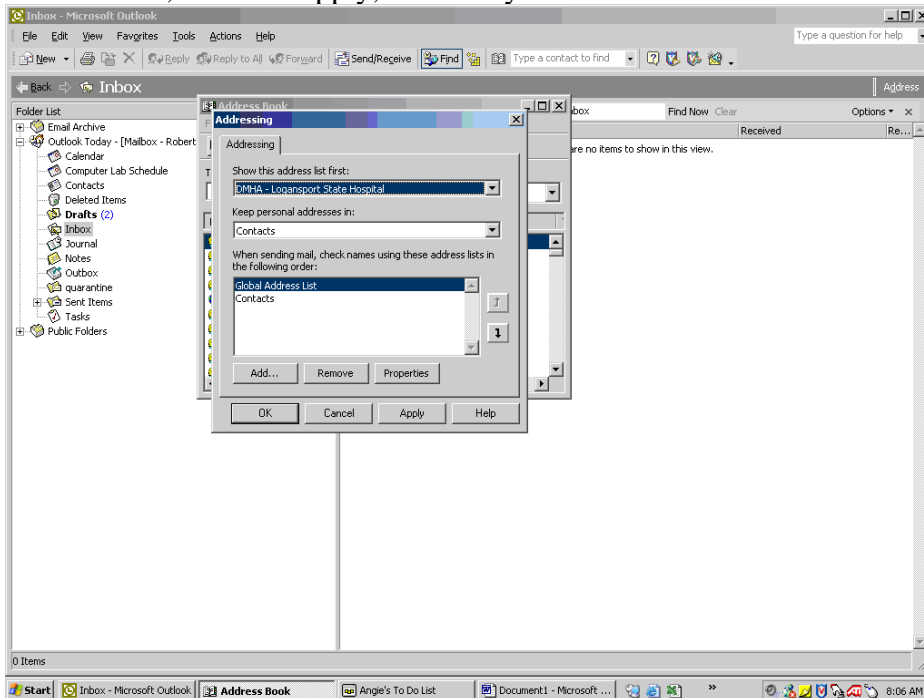
3. Click on Tools, then Options in the Address Book:



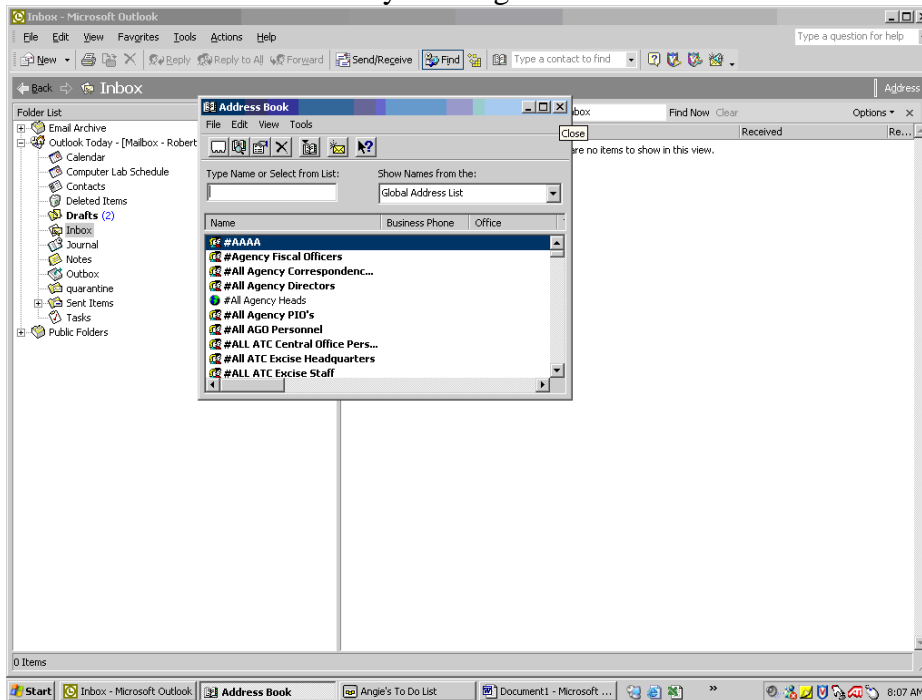
4. In the “Show this address list first” box, scroll down until you find “DMHA – Logansport State Hospital”, and then click on it once.



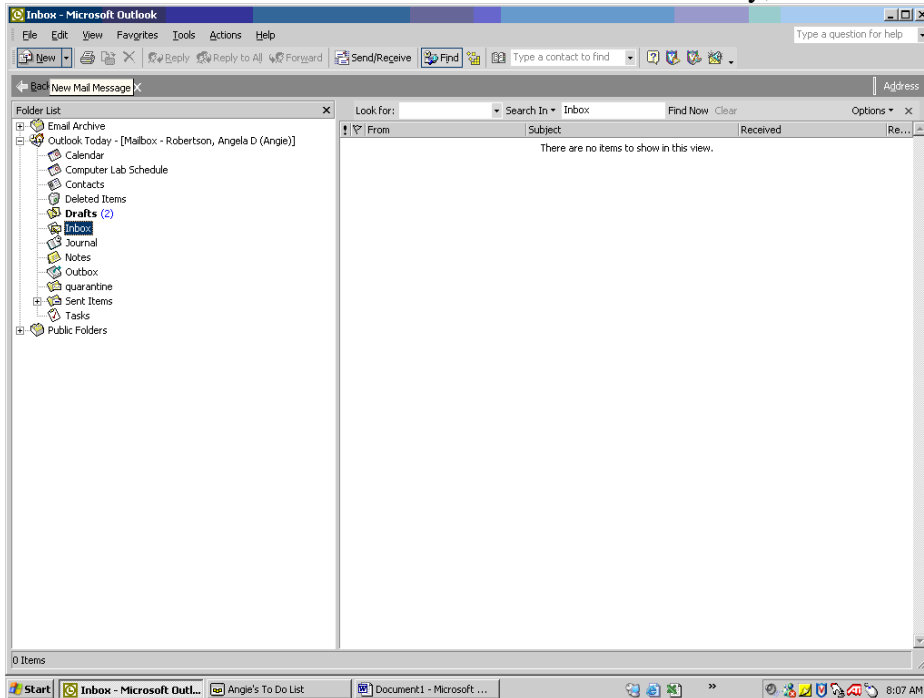
5. When “DMHA – Logansport State Hospital” is shown under “Show this address list first”, click on Apply, then Okay.



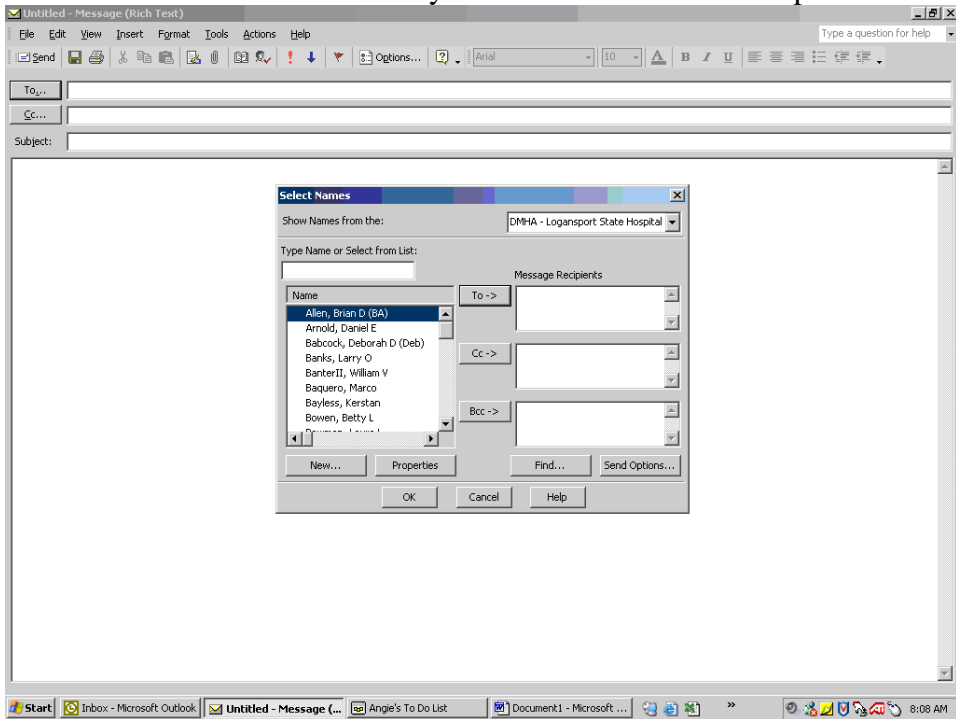
6. Close the Address book by clicking on the X:



7. To check to make sure that this has been done correctly, click on New:



8. Click on the To... button and you should have this come up:



As long as “DMHA- Logansport State Hospital” is coming up under “Show Names from the:”, your address book should always come up like this.