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:

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

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



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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:

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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.