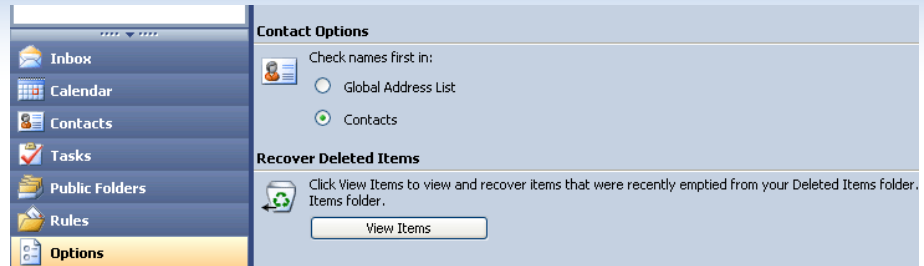


Help Guide

Showing your Personal Contacts first in Outlook Web Access

By default, the Global Address list is pulled up first. These are the steps to show your personal address lists first.

1. Log into your Pals Outlook Web Access, and select your **Options** folder



2. In the **Contact Options** Heading, select **contacts**. Then select **Save and Close**.

