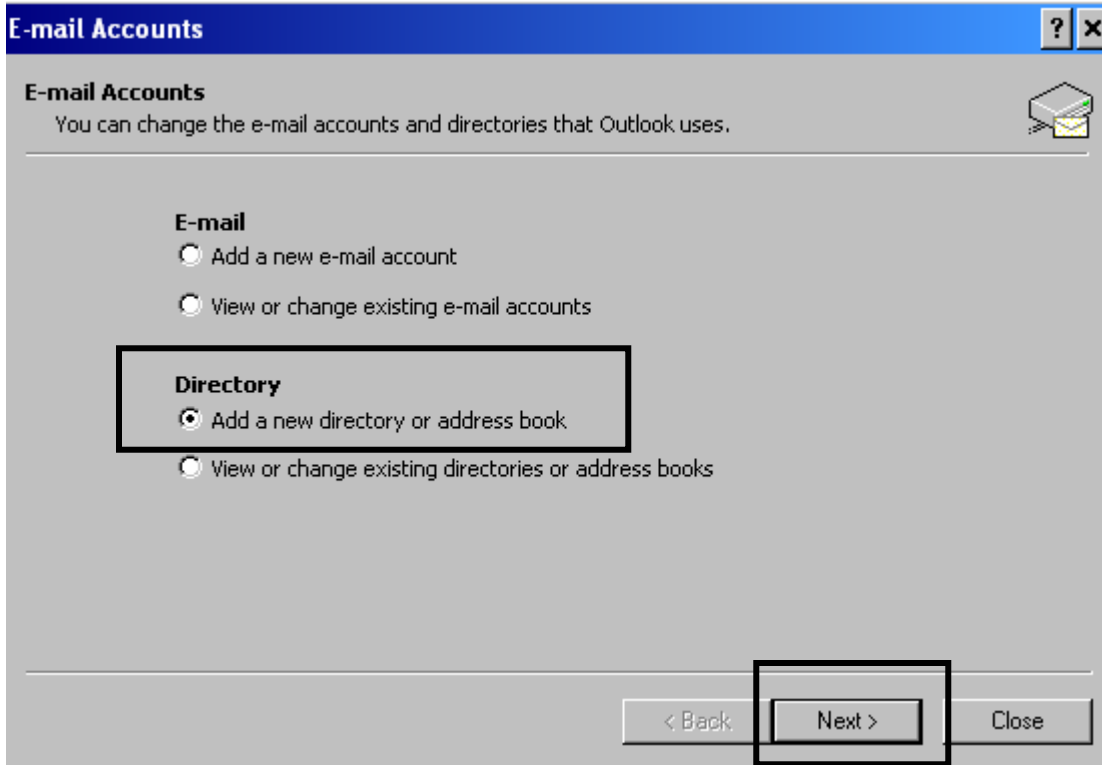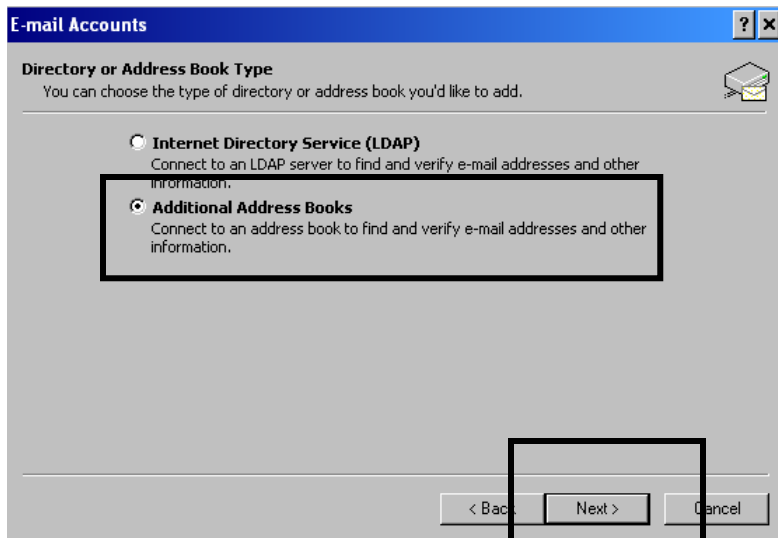# To add your Contacts addresses to OUTLOOK
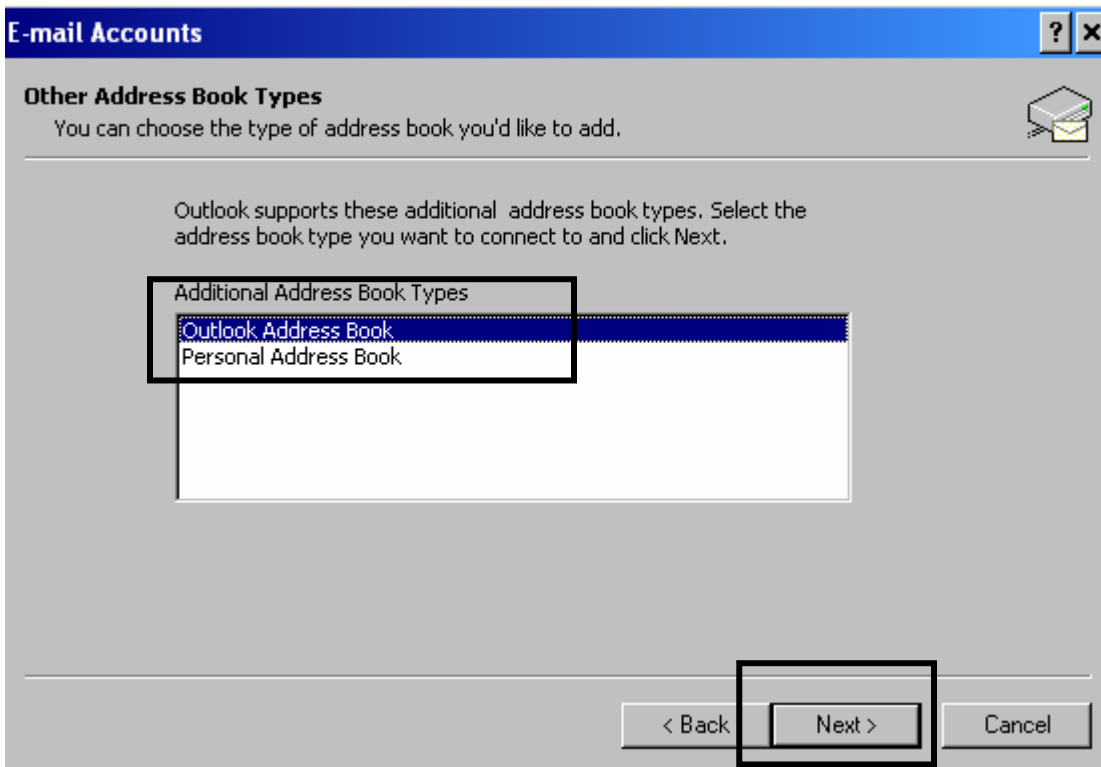
Select - TOOLS - EMAIL ACCOUNTS

Click Add new directory or address book then "Next"
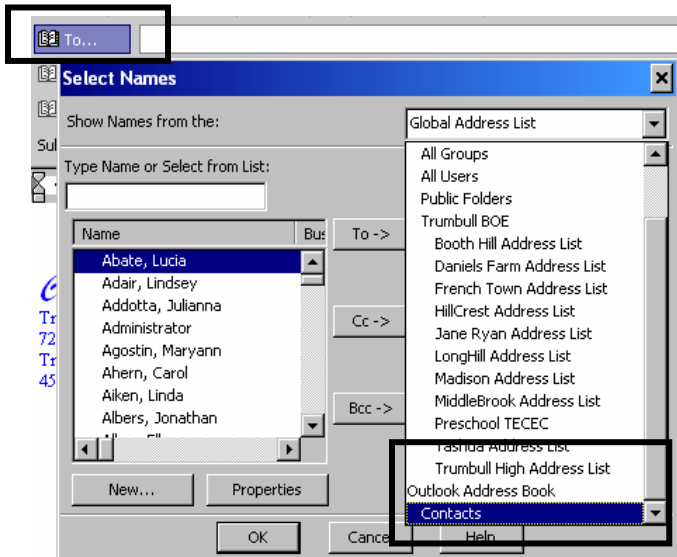

Select Additional Address Books

Then Click "Next"

Select Outlook Address Book and click "Next"

A message will appear telling you to close Outlook and open it up again.

Now when you open a new mail message and click on the "TO" button
Go to the Global address list and SCROLL to find the "Outlook Contacts"

Your contact address should also appear if you start to type in their name or use the Name Check feature.