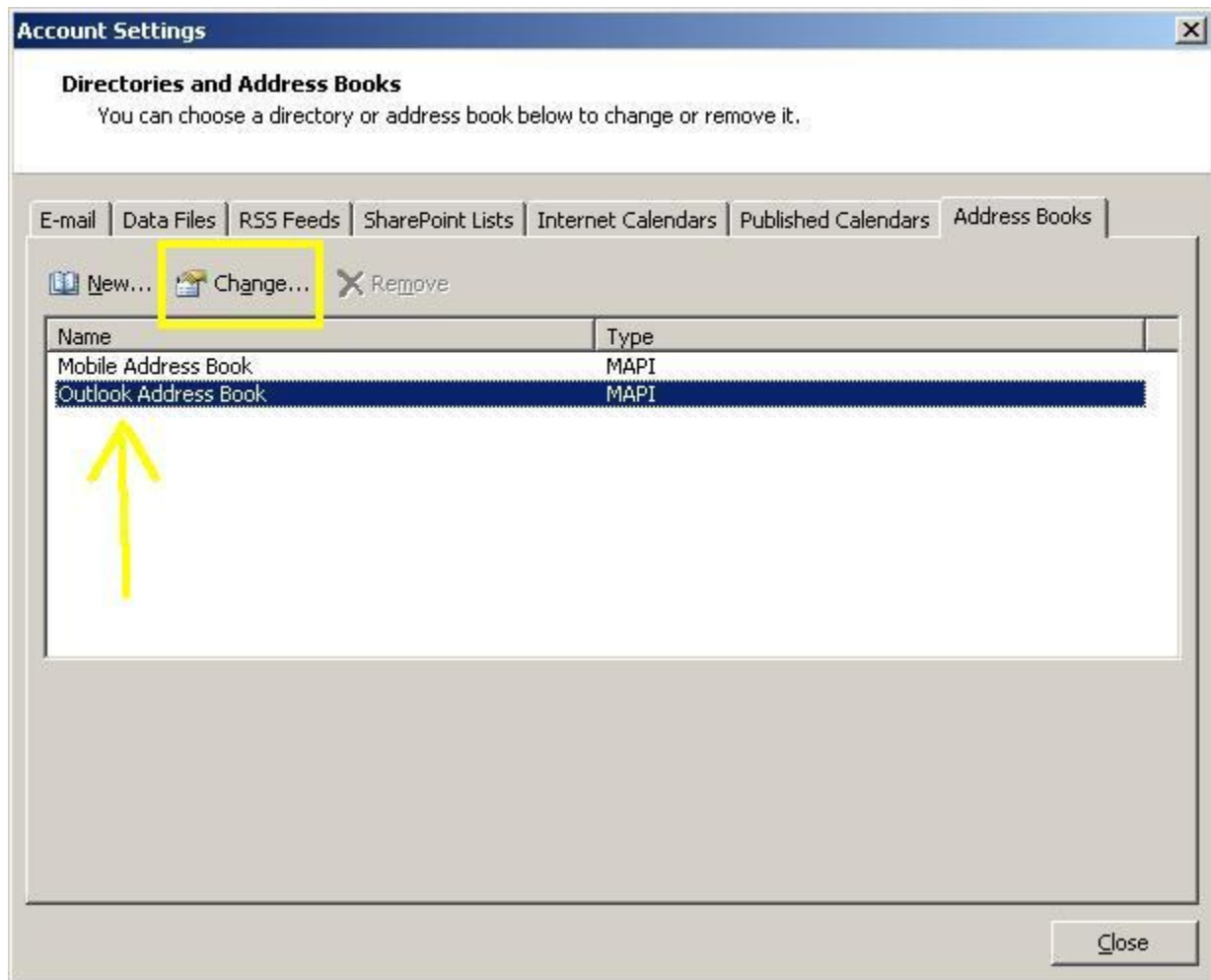
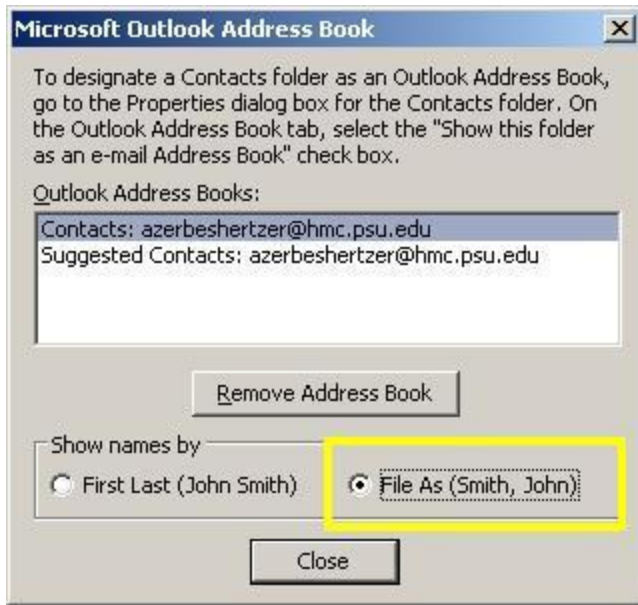


To alphabetize your contacts:

1. Click the **File tab**.
2. Click **Account Settings**, and then click **Account Settings**.
3. In the Account Settings window, click the **Address Books tab**.
4. Click to highlight the **Outlook Address Book**, and then click **Change**.



1. Under *Show names by*, select **File as (Smith, John)**.



1. Click **Close**.
2. Click **Close**.
3. Exit Outlook. When you reopen Outlook, the names will sort by last name first