

# Mastodon Bytes

*With the new switch to Outlook as our primary mailing service, things can get a little confusing.*

## Tip#3: The Case of the Disappearing Contacts

There's no meddling kids involved here, just a hectic change-over process. So let's pull the mask off of this villain and wait around for someone to say "jinkies" or "zoinks." Let's take a look at how to find those missing contacts.

Before you export your contacts, as instructed last week, from GroupWise to your Outlook try this:



### 2010

1. Check your contacts folder
2. Right click address book
3. Check the box "Outlook Address Book"
4. It will now show up in drop-down Address Book field

### 2013

1. Check your People folder
2. Right click address book
3. Check the box "Outlook Address Book"
4. It will now show up in drop-down Address Book field