



Remove a Contacts folder


Applies to: Microsoft Office Outlook 2003

The following three methods allow you to remove a Contacts folder. You can use one or more of the methods depending on what your situation is and what you are trying to accomplish.

 I don't want a specific Contacts folder to appear in the Address Book.


If there is a Contacts folder that you don't want to display in the **Show names from the** list in the Address Book, do the following:

- 1) In the **Navigation Pane**, click **Contacts**.
- 2) Under **My Contacts**, right-click the Contacts folder that you want to remove from the Address Book, and then click **Properties** on the shortcut menu.
- 3) Click the **Outlook Address Book** tab, and then clear the **Show this folder as an e-mail Address Book** check box.
- 4) Click **OK**.
- 5) On the **Standard** toolbar, click **Address Book** .
- 6) In the **Show names from the** list, make sure that the Contacts folder is not displayed in the list. If it is still displayed in the list, follow the steps in the next procedure.

 I removed a Contacts folder so that it won't be displayed in the Address Book. However, it is still displayed in the Address Book, and I get an error message.


To delete the Contacts folder from the Address Book, do the following:

- 7) On the Tools menu, click E-mail Accounts.
- 8) Click View or change existing directories or address books, and then click Next.
- 9) Select Outlook Address Book, and then click Change.
- 10) Select the Contacts folder that you want to remove, and then click Remove Address Book.
- 11) Exit and restart Outlook.

 I want to keep a certain address list in the Address Book, but I don't want Outlook to check names against it.

If you want a certain address list to appear in the Address Book, but you do not want Outlook to use that address list to resolve names on the **To** line, do the following:

For example, you only want to check names against your Contacts folder and not against the **Global Address List**, **LDAP** address book, or some other address list. However, you still want to click the **To** button and then be able to select names in that address list from the Address Book.

- 12) On the Standard toolbar, click Address Book .
- 13) In the Address Book dialog box, on the Tools menu, click Options.
- 14) Under When sending mail, check names using these address lists in the following order, click the Contacts folder or address list that you want to remove, and then click Remove.