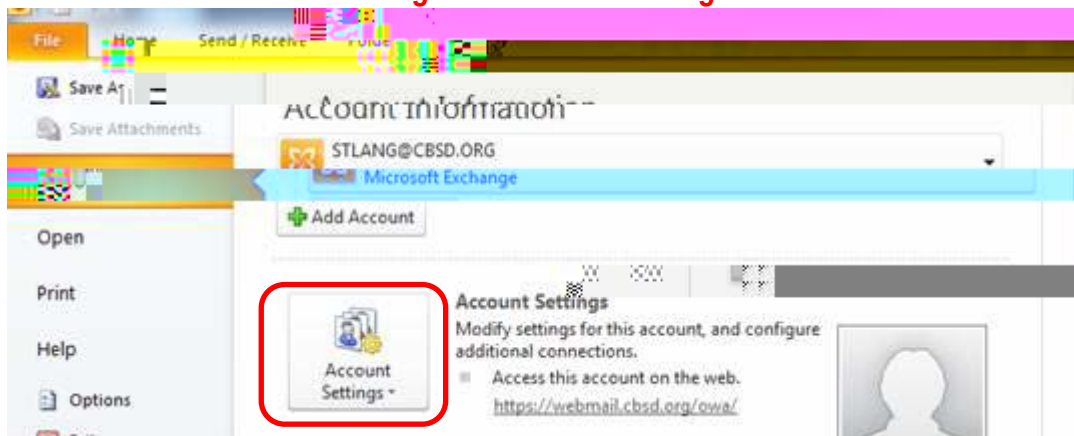
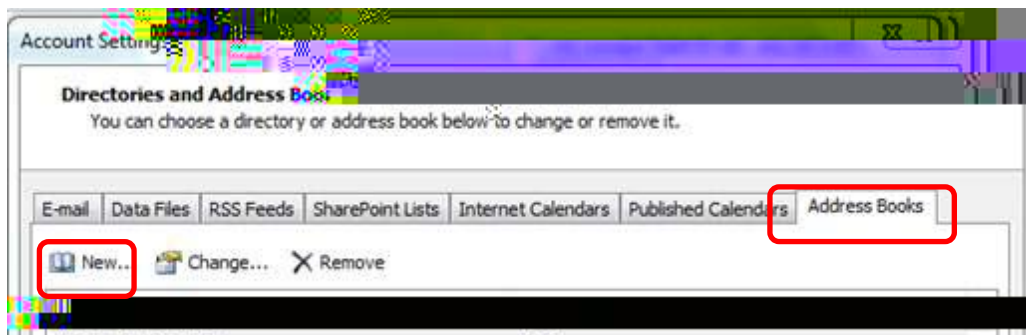


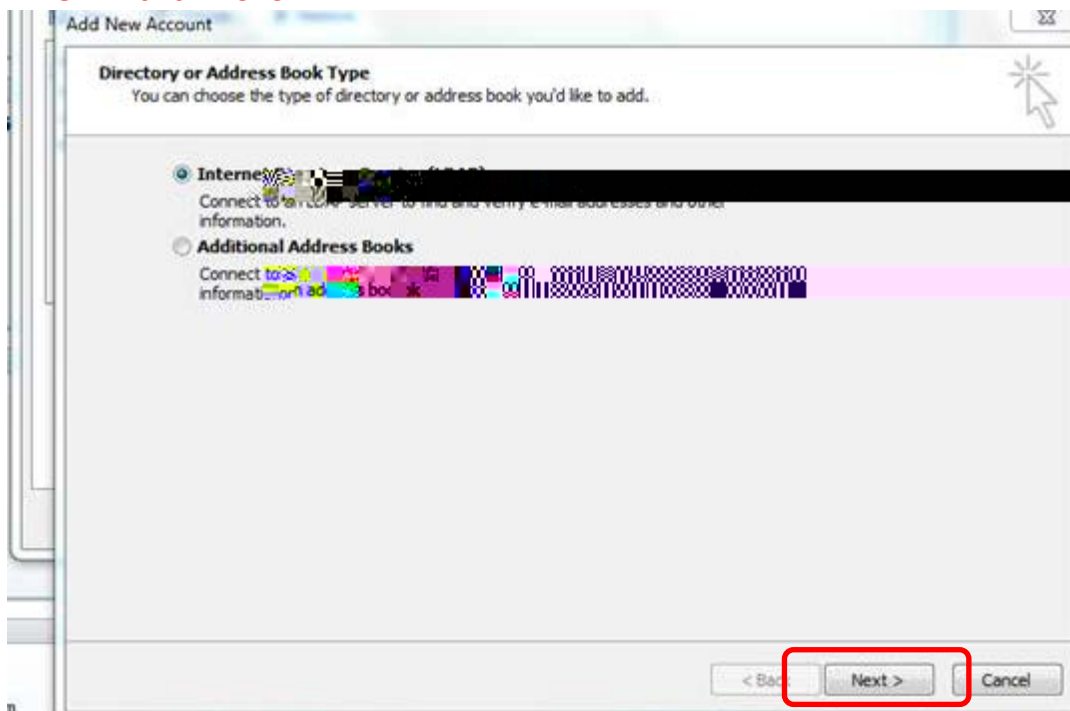
1. File—account settings—account settings



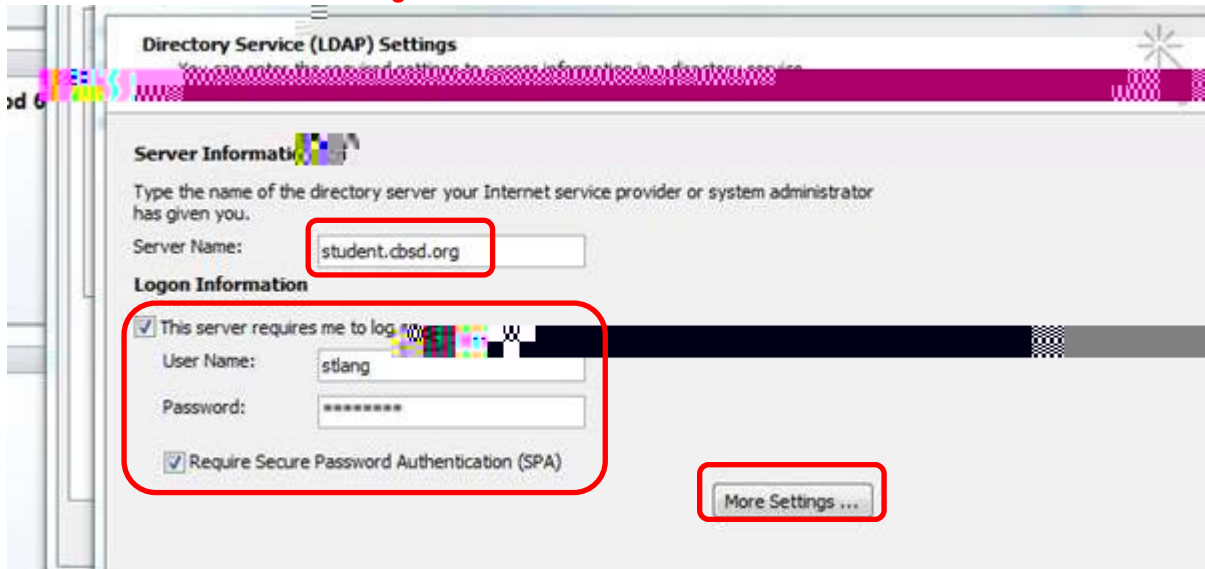
2. —address books—new



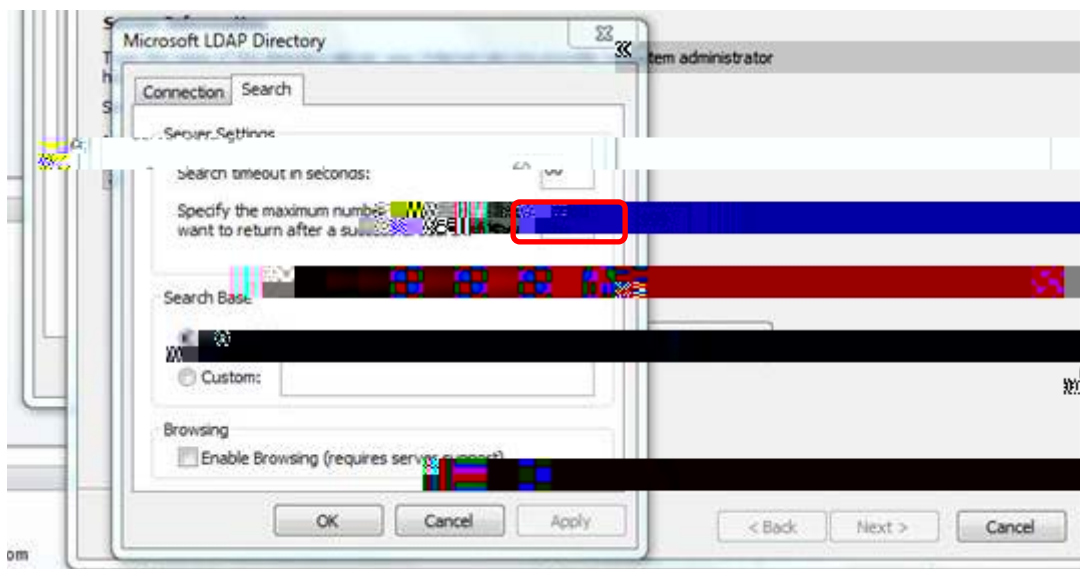
3. —click next



4. —server name: student.cbsd.org
—click “This server requires me to login” and put your login information
—click more settings



5. --Under more settings, Search: change the maximum number to 999



6. Click ok and then next—then you need to restart outlook for the changes to take effect!