Setting Emailed Contacts from Zimbra to Autocomplete in Outlook 2016 for the PC

The following explains how to set migrated Emailed Contacts from Zimbra to autocomplete when creating new emails in Microsoft Outlook 2016 for the PC:

1. In Microsoft Outlook 2016, click **People (Contacts)**.

![Figure 1 – Click People (Contacts)](image)

2. Right-click **Emailed Contacts**, located in the **My Contacts** field (See Figure 2).

3. Click **Properties** (See Figure 2).

![Figure 2 - Emailed Contacts](image)

4. The **Emailed Contacts Properties** window appears. Click **Outlook Address Book**.

![Figure 3 - Outlook Address Book](image)
5. Place a check next to **Show this folder as an email address book** (See Figure 4).
6. If desired, type a preferred name for the address book (See Figure 4).
7. Click **OK** (See Figure 4).

![Figure 4 - Show this folder as an email Address Book](image)

8. You are now ready to add your Emailed Contacts to the autocompletion list. To do so, you will need to add the Email Contacts to the **To**... field of a new email message. To begin, click the **Mail** tab to be taken back to your inbox.

![Figure 5 - Click Mail](image)

9. Click **New Email**

![Figure 6 - Click New Email](image)

10. Click the **To**... button.

![Figure 7 - Click the To... button](image)
11. In the Address Book dropdown, select **Emailed Contacts**. (If you changed the name of **Emailed Contacts** in Step 6, select the renamed address book).

![Figure 8 - Emailed Contacts](image)

12. Click the first name in the Address Book field (See Figure 9).
13. Press and hold the *Shift* key on the keyboard, then navigate to and click the last name in the Address Book field. All emailed contacts will be selected (See Figure 9).

![Figure 9 - Select all contacts](image)

14. Click the **To** button to add them to the To field (See Figure 10).
15. Click **OK** (See Figure 10).

![Figure 10 - Adding email addresses](image)
16. Click the **Close** button to close the new email message.

![Figure 11 - Click Close](image11.png)

17. In the **We saved a draft of this message** popup, click **No**.

![Figure 12 - Click No](image12.png)

18. Your Emailed Contacts from Zimbra will autocomplete whenever you create a new email.

![Figure 13 - Autocompleting Email Addresses](image13.png)

**Note:** In some cases, email addresses of contacts may contain a series of text and numbers. You may still select the email address of your desired recipient and they will appear in the **To** field as normal.

![Figure 14 - Selecting the desired recipient](image14.png)