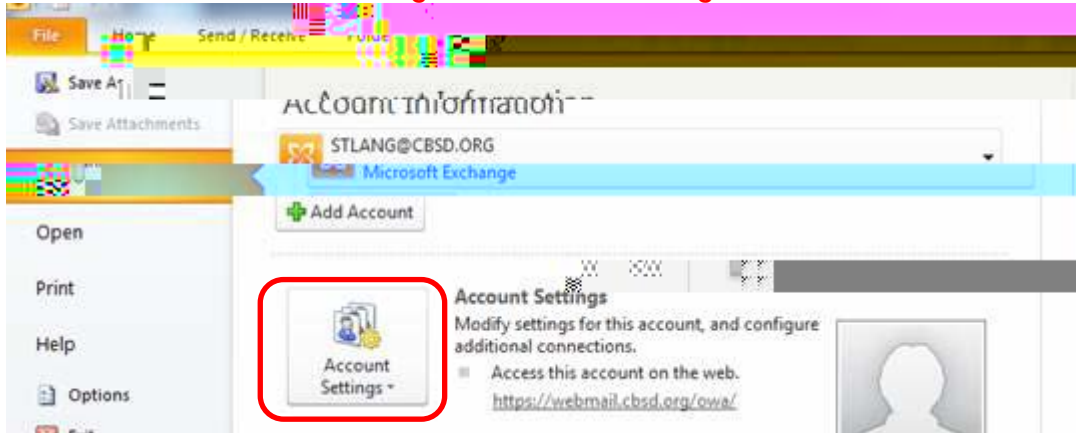
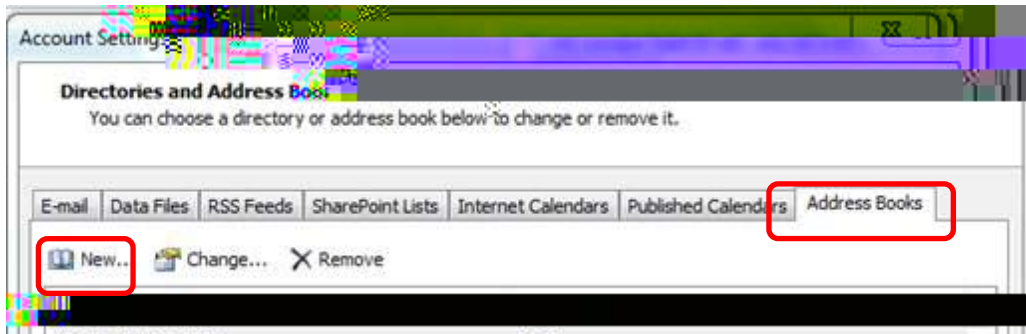


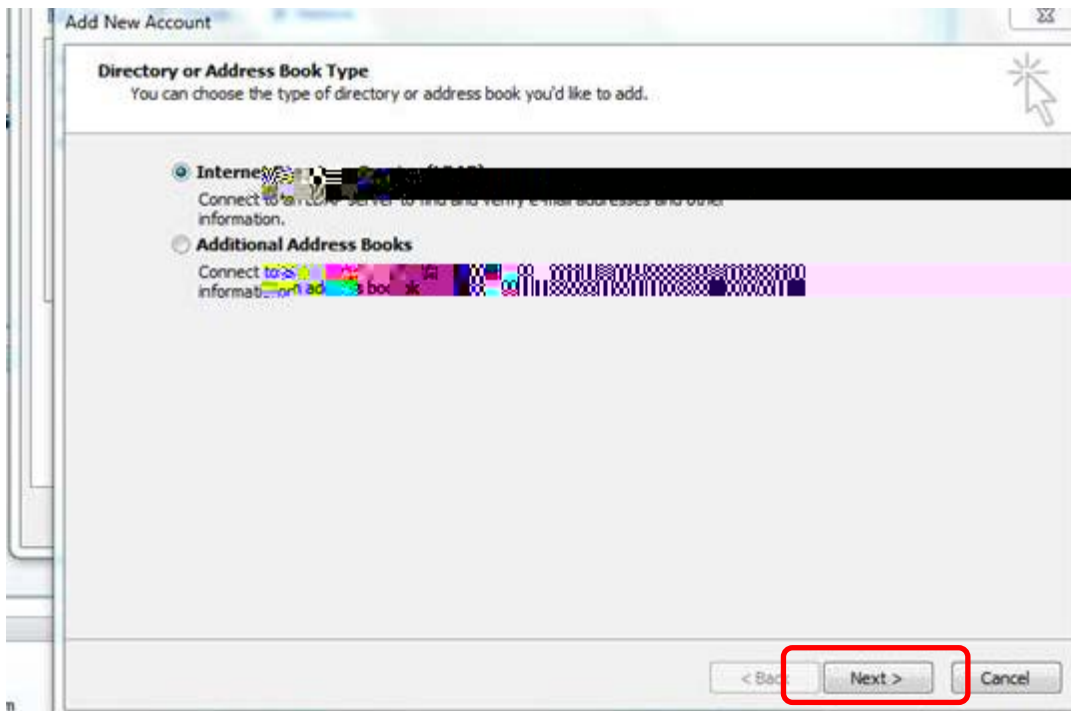
# 1. File—account settings—account settings



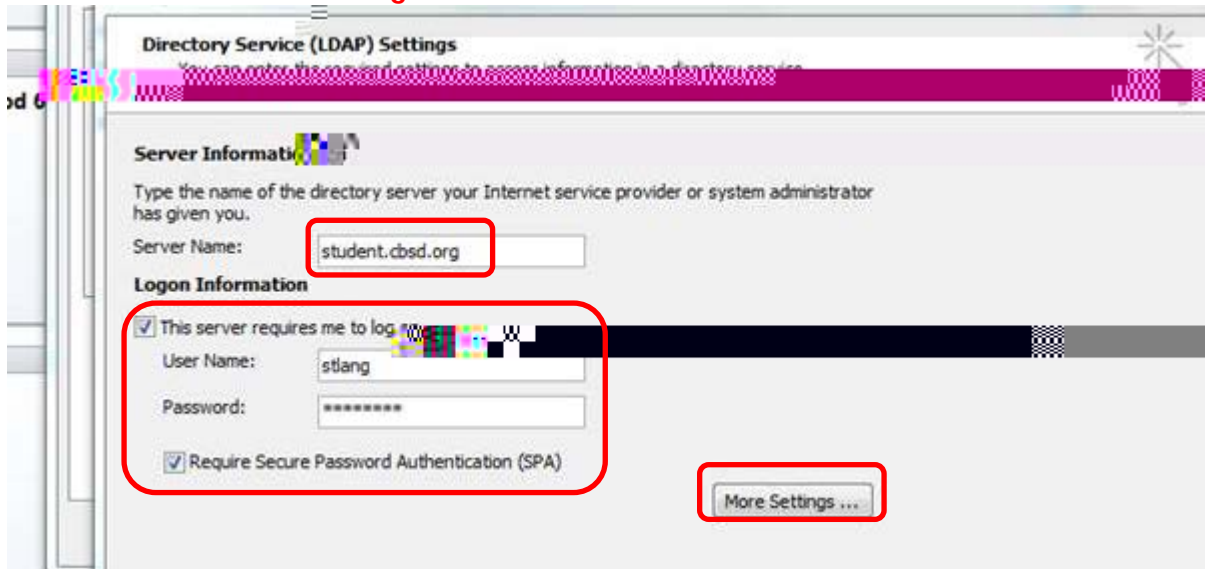
# 2. —address books—new



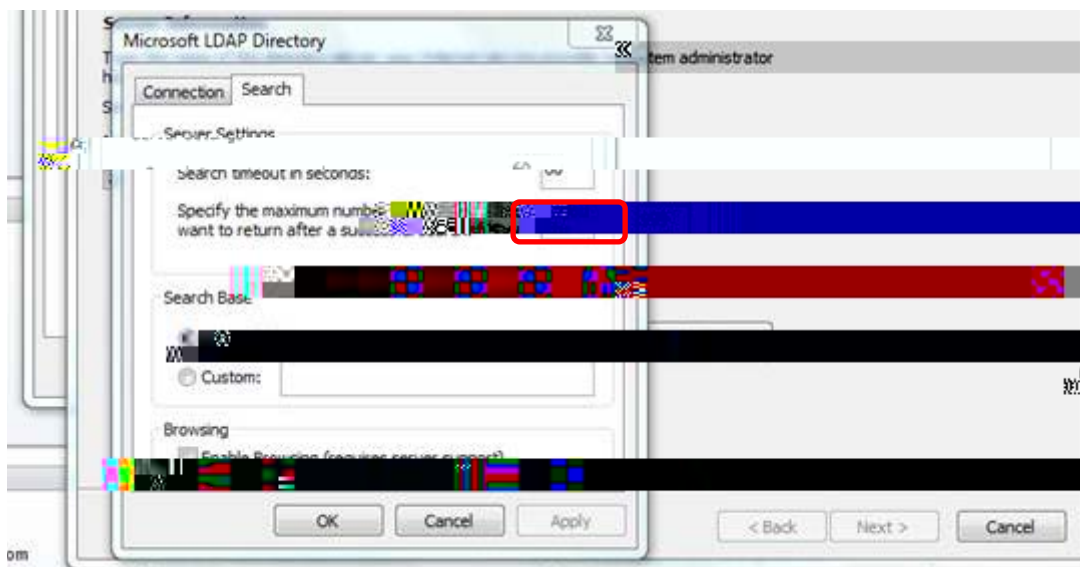
# 3. —click next



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



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



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