

Microsoft Outlook 2000 Version – Contacts Modification

The purpose of this document is to provide users with instructions on how to make corrections to e-mail addresses within Outlook contacts or distribution lists.

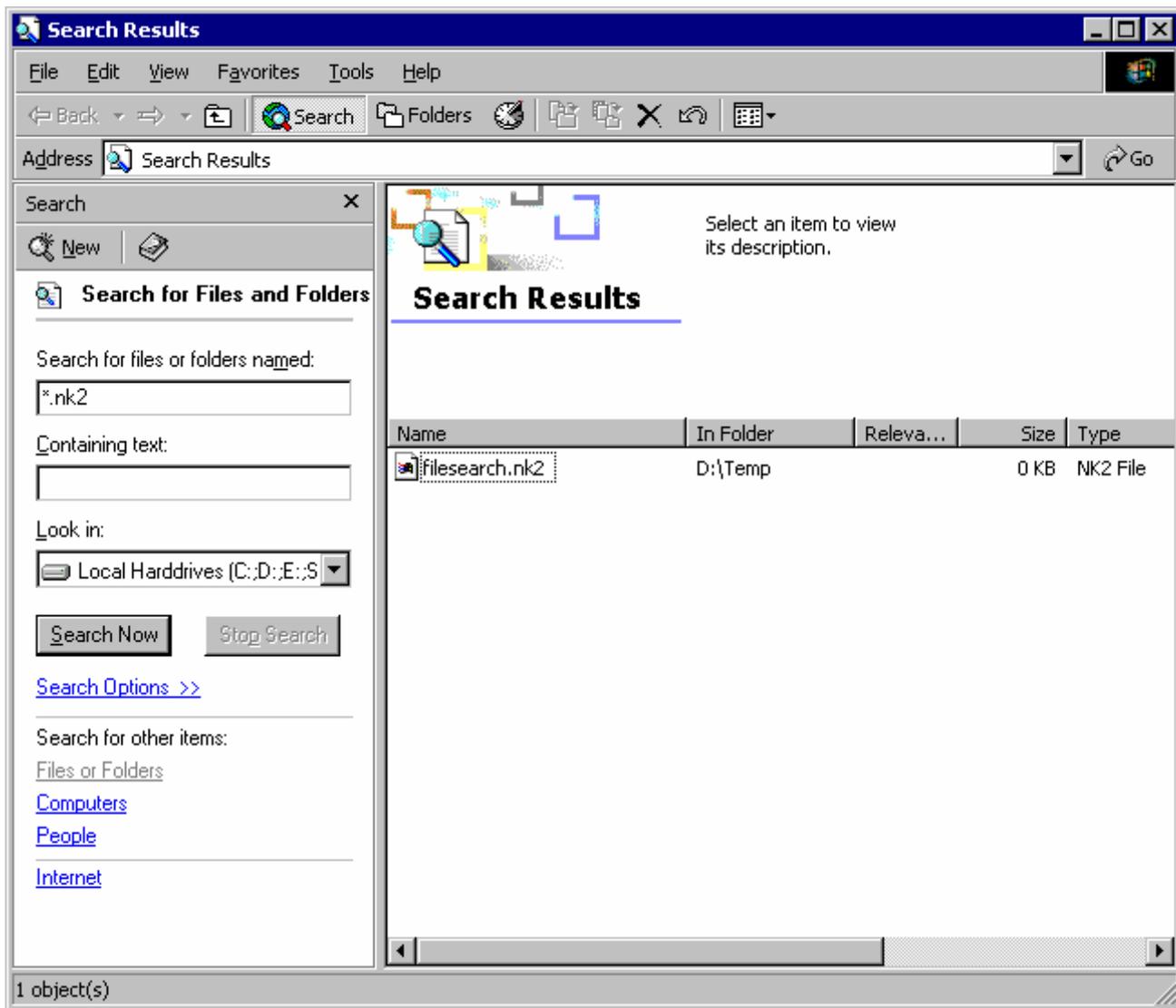
STEP 1 Before you begin, exit Outlook 2000 completely.

We need to remove all files with a “.NK2” extension.

Execute a search on your computer for this file. This may be a hidden file on the system, so if the search does not return anything, then we will have to change the folder options to view hidden files.



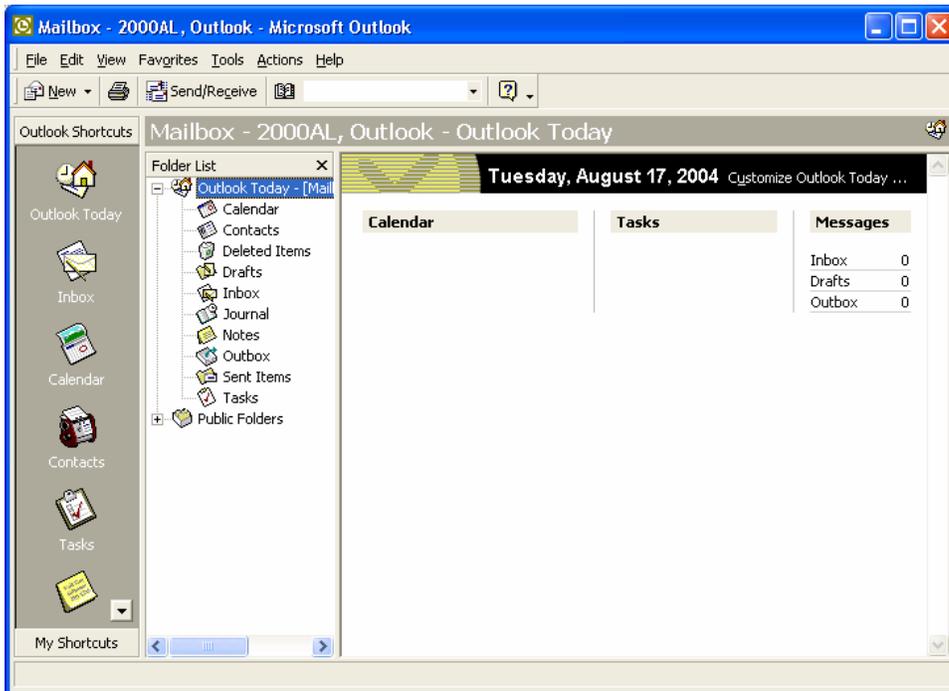
Next, enter *.nk2 for what you want to search for. Click the 'Search Now' button to search:



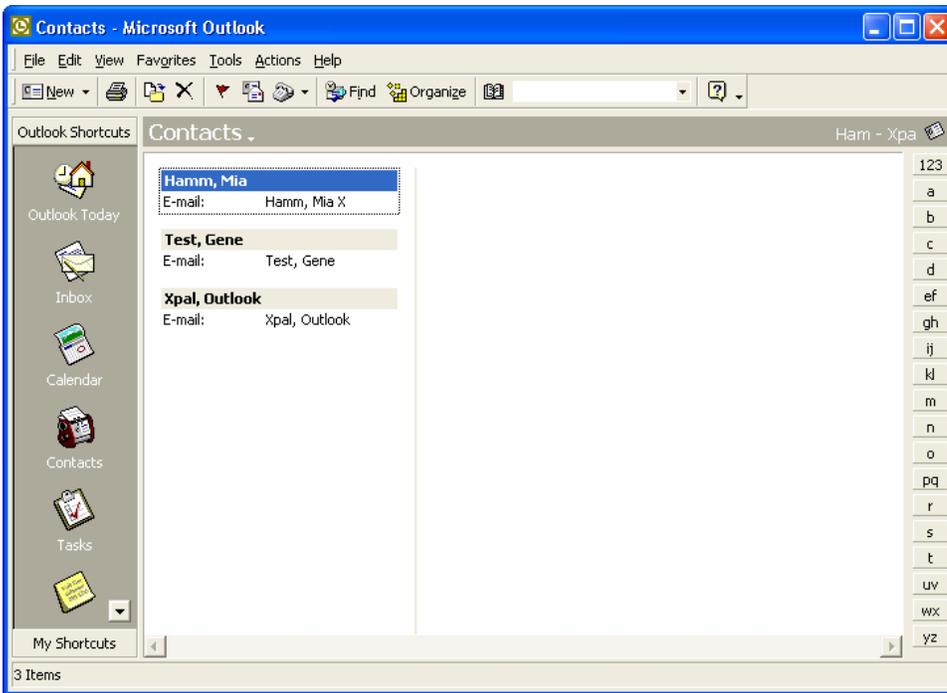
All the files with the extension “NK2” should now be shown in the Search Results window as shown above (your filenames will be different than the example shown above).

Select all the NK2 files, and delete them.

STEP 2 Open Outlook 2000. The default Outlook Today view is shown below.



STEP 3 Open Contacts by clicking on the Contacts icon in the Outlook Shortcuts bar.



STEP 4 Look at the E-mail values for your contacts. Should you see any such as this one highlighted below, you must correct this contact. An example of an incorrect address would be one that is NOT in the SMTP format, such as *firstname.lastname@nasa.gov*.

Delete and recreate this contact using the correct e-mail address from the global address list.

