Click on the folder list at the bottom of your email.
Scroll down to the bottom of the folders to “public folders”.
Expand the folders by clicking on “public folders”.

Expand the folder by clicking on “FMD” and then click on “Facilities Engineering”.
Right-click on “Facilities Engineering Shared Address Book” and click on “properties”.

Click on “outlook address book”.
Click in the box next to “show this folder as an email address book”. Then click “apply” and “ok”.