# Updating Prophet’s Working Contact Folder

When using a local Prophet Contacts folder

# Create a Prophet Contacts folder

(If not already done)

Select Outlook’s Contacts.

Right click your Contacts folder and click New Folder. Name it **Prophet Contacts [UserName]**, like “Prophet Contacts Shelly”. Having a uniquely named folder can help debug problems if they arise.



# Set Working Contact Folder

In Prophet Mail, select Contact Manager. Click Prophet’s Tools button to open Prophet Administrator.

Click the Working Contacts folder button.

Click the Refresh button,



Check the box for your new Prophet Contacts [UserName] folder



Click OK. Click Yes to Register it.

But click No to Synchronize
(you might not get this prompt).

# Change User Local Settings

In Prophet Administrator, click the User Local Settings tab.

Change the choice to No.

Close Prophet Administrator



# Unregister old folders

With Contact Manager selected, click the button for the View’s name. Click Tools, click Create New.



Change “Select Contact by” to “Contact Folder(s)”.



Select each line that is not the new “Prophet Contacts Username” row. The row(s) should be highlighted in blue. You can’t just check the box”.

Then click Exclude and click Yes to the confirmation.

You can Cancel the new view. It was just so that we could Exclude the old registered folders.