

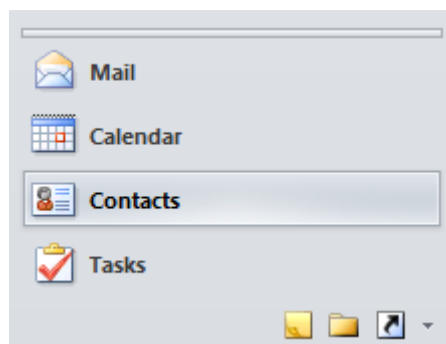
How to share your Outlook Contacts

Companies and organisations deal with many clients on a daily basis, making effective and efficient communication vitally important. The ability to share a client's contact details instantly with colleagues saves time and also allows companies to avoid incorrect data entry – ensuring emails get to the correct person, on time.

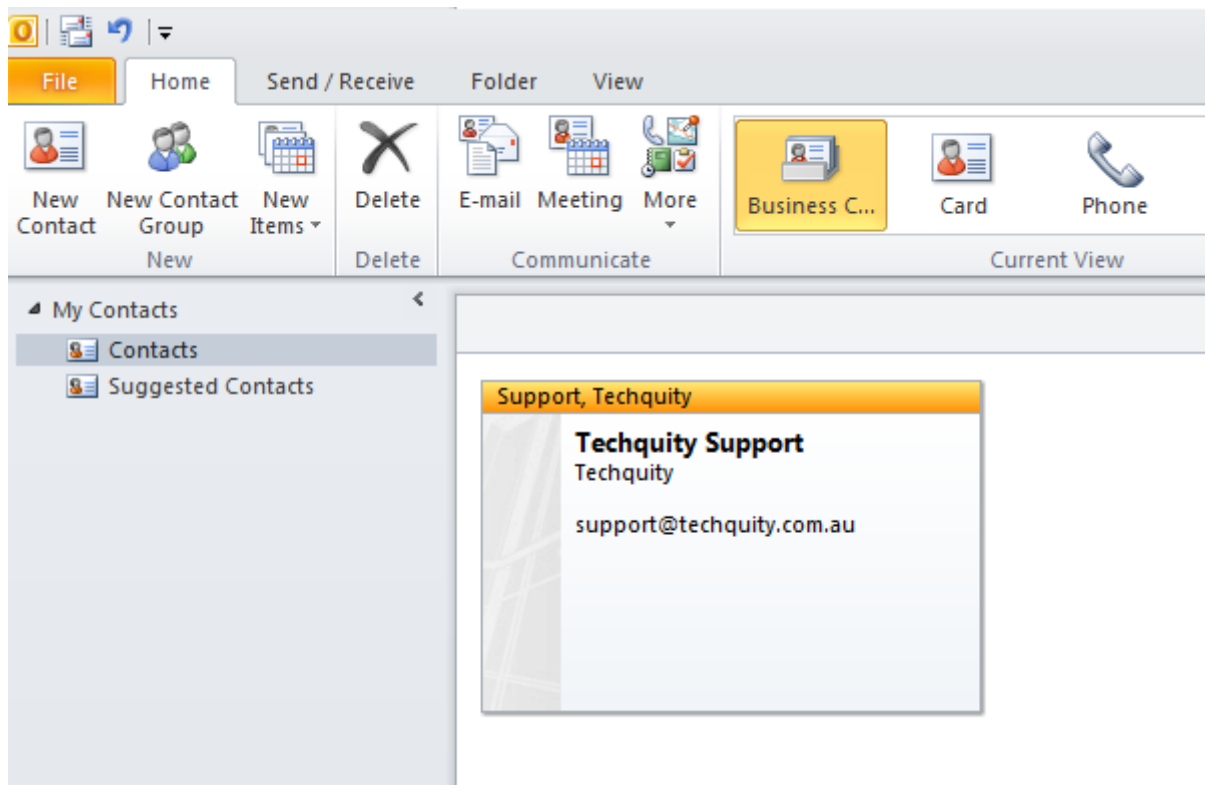
To share your contacts with another user in your organisation:

Log into your Outlook 2010 account on your local PC.

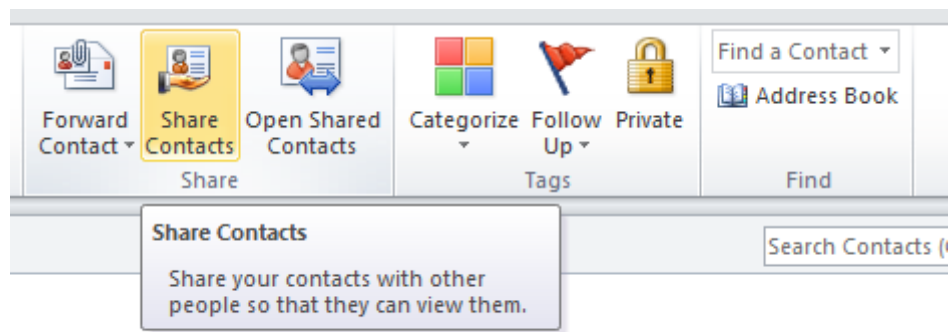
Ensure you are in your Contacts window:



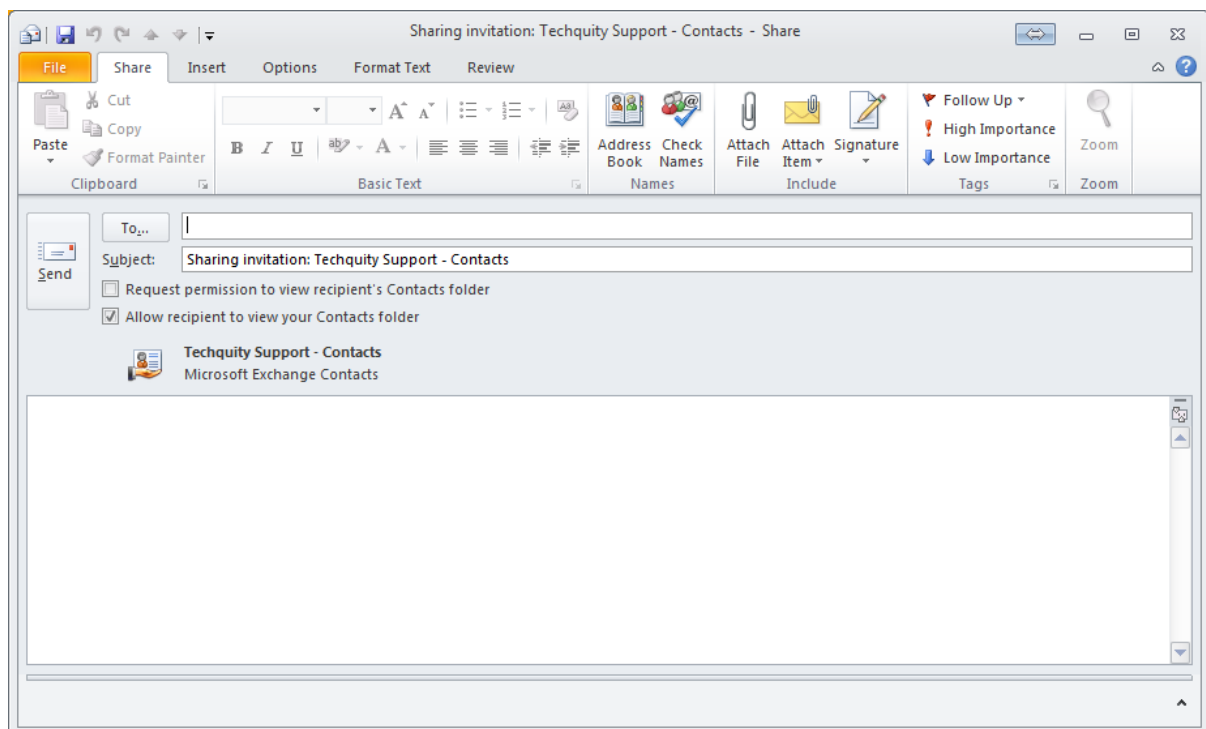
The window will display as below:



To share your folder, click “Share Contacts” in the top tab



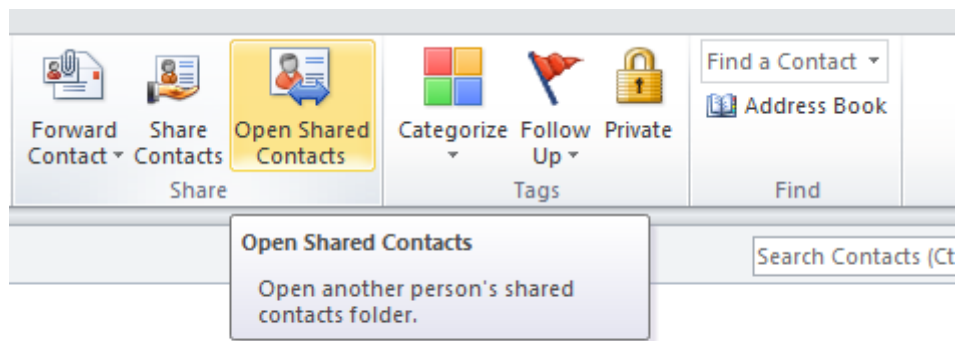
This will open a new window as show below:



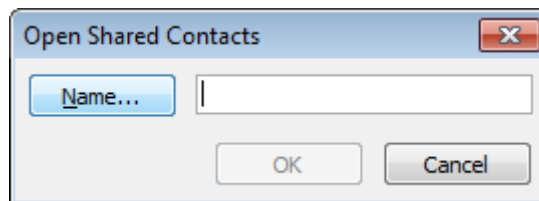
Enter the email address of the user you wish you share your contacts with. This function is similar to writing an email, so you may also attach files, write a message, etc.

Click Send. The user will then receive an email allowing them to share your contacts folder.

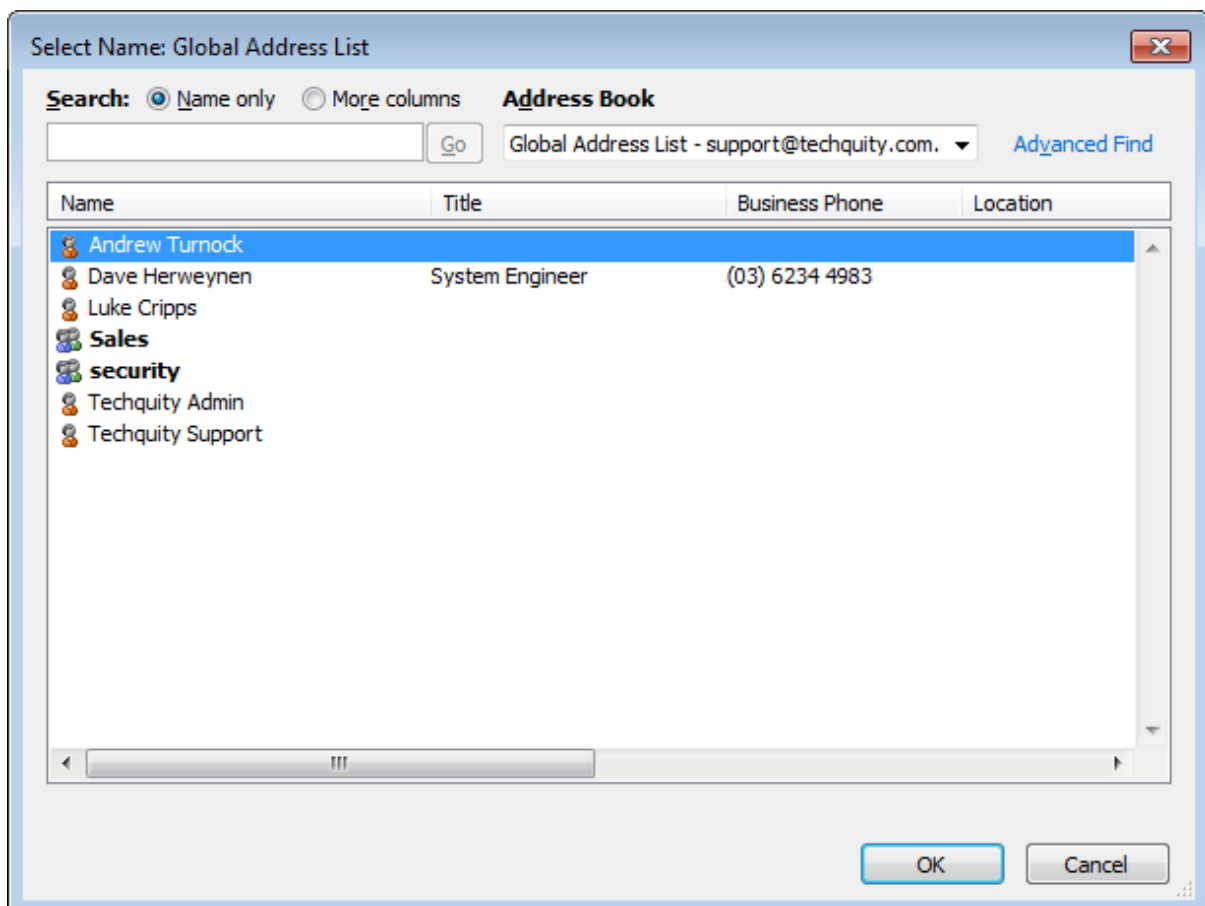
To open a previously shared contacts folder, click on “open Shared Contacts”.



This will bring up another window:

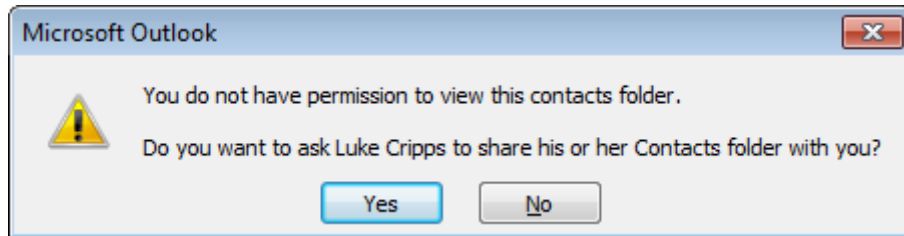


You can type the name of the person who has shared their Contacts with you, or alternatively click “Name...” This will open another window which displays the list of people in your organisation.



Select the person who's contacts you wish to share, and click "OK".

NOTE: If you do not have permissions to open that users contacts, it will display the following:



This will open another email window, which allows you to send off a request.