Sharing Contacts through Outlook 2016 on the Mac
This quick-guide will walk you through the steps of sharing your contacts with other users while using Outlook 2016 on the Mac and how to access contacts shared with you.

1. In the Navigation Bar, click People.

2. The People tab will open. On the contacts folder pane, click on a contacts folder (See Figure 2).
3. On the Ribbon, click the Organize tab (See Figure 2).
4. Click Folder Permissions (See Figure 2).
5. The Contacts Properties window appears. Click Add User.

![Contacts Properties Window](image)

Figure 3 - Contacts Properties Window

6. A search window will appear. Enter the name of the person you wish to share your contacts with and select them from the search results (See Figure 4).

7. Click Add (See Figure 4).

![Search for Recipient](image)

Figure 4 - Search for Recipient

8. The recipient will be added. Under Permission Level, select the appropriate permission level (See Figure 5).

9. Click Ok (See Figure 5).
Note: Refer to for a description of the available permission types.

<table>
<thead>
<tr>
<th>Role</th>
<th>Permissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Owner</td>
<td>Allows full rights to the folder, including assigning permissions (not recommend for anyone other than the mailbox account owner).</td>
</tr>
<tr>
<td>Publishing Editor</td>
<td>Allows users to create, read, edit, and delete all items; and create subfolders.</td>
</tr>
<tr>
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<td>Allows users to create, read, edit, and delete all items.</td>
</tr>
<tr>
<td>Publishing Author</td>
<td>Allows users to create and read items; create subfolders; edit and delete items they have created.</td>
</tr>
<tr>
<td>Author</td>
<td>Allows users to create and read items; edit and delete items they have created.</td>
</tr>
<tr>
<td>Nonediting Author</td>
<td>Allows users to create and read items; delete items they have created.</td>
</tr>
<tr>
<td>Reviewer</td>
<td>Allows users to read items.</td>
</tr>
<tr>
<td>Contributor</td>
<td>Allows users to create items.</td>
</tr>
</tbody>
</table>

**Figure 6 - Description of Available Permission Types**

11. The contacts will be shared with the recipient. They will not receive an email regarding the share, so you will need to contact the recipient to inform them of the share.

**Opening Shared Contacts in Outlook 2016 on the Mac**
1. On the *Menu Bar*, click *File*.
2. Click *Open*.
3. Click *Other User’s Folder*.

**Figure 7 - Open Other User’s Folder**
4. The *Open Other User’s Folder* window appears. Type the **name** of the person who shared their contacts with you (See Figure 8).

5. Their name will appear in the search below. Select the **user** (See Figure 8).

6. Next to **Folder Type**, select **Address Book** from the drop-down (See Figure 8).

7. Click **Open** (See Figure 8).

8. A pop-up will appear. Click **Allow**.

9. The shared contacts will appear under your **People’s** tab.