Sharing Contacts in the Outlook Client for the PC

The following explains how to share your contacts folder or any other contacts folder you may have:

1. In the Outlook Client for the PC, click the **Contacts** icon, located on the bottom left corner of the window.

   ![Figure 1 - Click Contacts](image)

2. In **Contacts**, right-click the folder that you wish to share (See Figure 2).
3. Click **Share** (See Figure 2).
4. Click **Folder Permissions** (See Figure 2).

   ![Figure 2 - Folder Permissions](image)

5. The **Contacts Properties** window appears. Click **Add**.

   ![Figure 3 - Click Add](image)
6. Type the **Name** of the person whom you wish to share your contacts (See Figure 4).
7. Select the name of the person whom you wish to share your contacts (See Figure 4).
8. Click **Add** (See Figure 4).
9. Click **OK** (See Figure 4).

![Figure 4 - Adding Users](image)

10. In the **Contacts Properties** window, click the name of whom you are sharing contacts (See Figure 5).
11. In the **Permission Level** drop-down menu, select the appropriate Permission Level. In our example, **Reviewer** was selected to provide **Read Only** access to the contacts folder. (See Figure 5).
12. Click **Apply** (See Figure 5).
13. Click **OK** to exit the **Contacts Properties** window (See Figure 5).

![Figure 5 - Contacts Properties](image)

14. 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 the Outlook Client for the PC

The following explains how to retrieve a contacts folder that was shared with you:

1. In the Outlook Client for the PC, click the **Contacts** icon, located on the bottom left corner of the window.

![Figure 6 - Click Contacts](image)

2. On the **Ribbon**, click **Folder** (See Figure 7).
3. Click **Open Shared Contacts** (See Figure 7).

![Figure 7 - Open Shared Contacts](image)

4. Type the **NetID** of the person who shared their contacts with you (See Figure 8).
5. Click **OK** (See Figure 8).

![Figure 8 - Accessing Shared Contacts](image)

6. You will have access to the **Shared Contacts**.

![Figure 9 - Shared Contacts](image)