Sharing a Address Contact / Group List
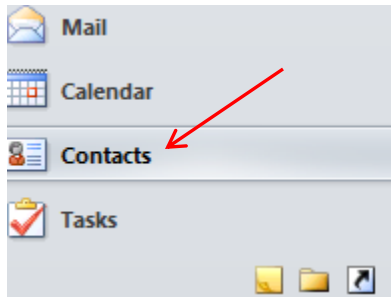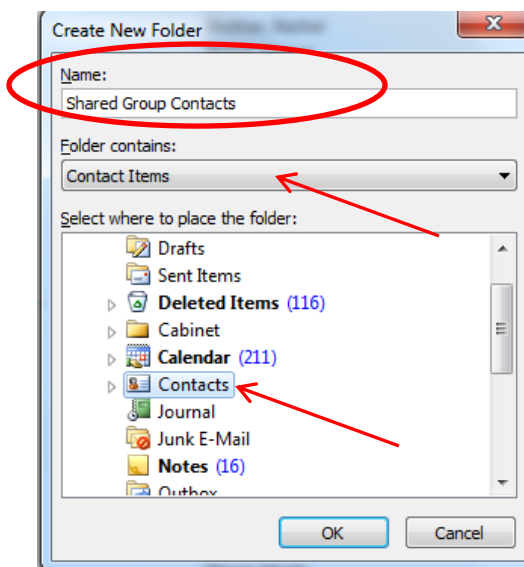
1. Click on Contacts in the Navigation Pane
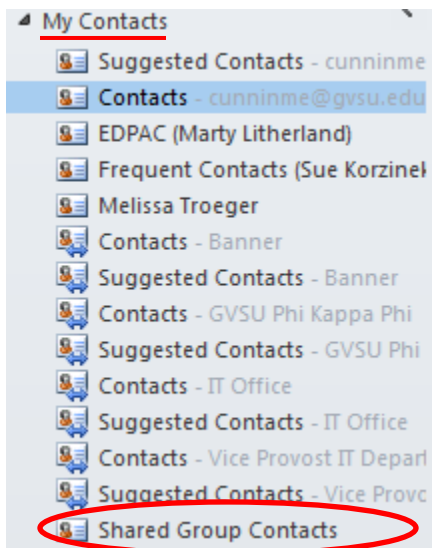
![Navigation Pane showing Mail, Calendar, Contacts (with arrow pointing to it), Tasks]

2. Click on the Folder Ribbon. Click on Create New Folder

![Outlook Folder ribbon showing New Folder, Rename Folder, Copy Folder, Move Folder, Delete Folder, Share Contacts, Open Shared Contacts, Folder Permissions, Folder Properties with arrows pointing to Folder tab and New Folder]
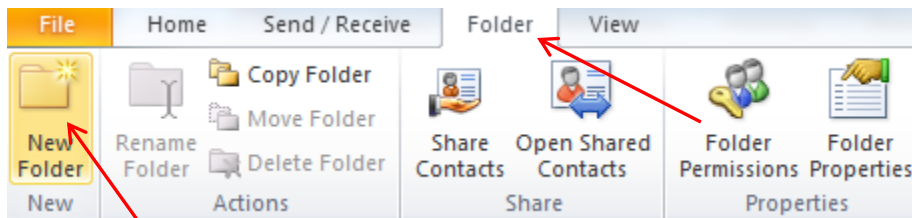
3. Create a name for the folder. Make sure "Folder contains" has Contact Items for the drop down choice. Make sure Contacts is highlighted blue (whatever folder is highlighted is where the new folder will be created).

![Create New Folder dialog box. Name: Shared Group Contacts (circled). Folder contains: Contact Items (with arrow). Select where to place the folder: Drafts, Sent Items, Deleted Items (116), Cabinet, Calendar (211), Contacts (highlighted, with arrow), Journal, Junk E-Mail, Notes (16), Outbox. OK and Cancel buttons.]

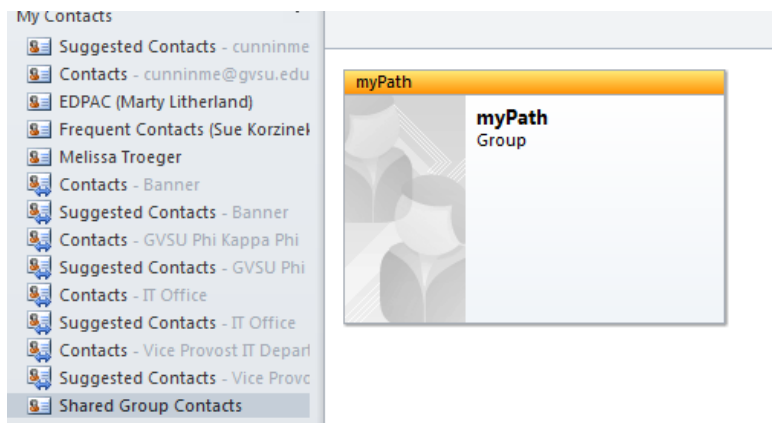4. The new folder will display under My Contacts

5. You can move an existing Group from "Contacts" to the new folder by highlighting the specific group that you would like to move.
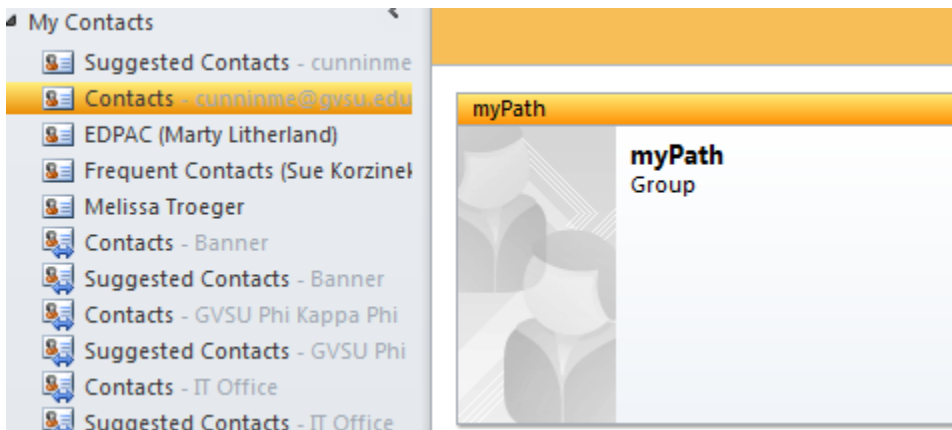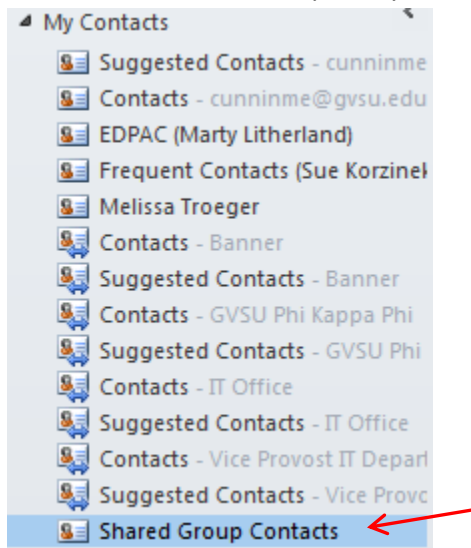
6. You can drag that group into the specific folder **OR** right click, click on move, click on the specific folder you want the group added.
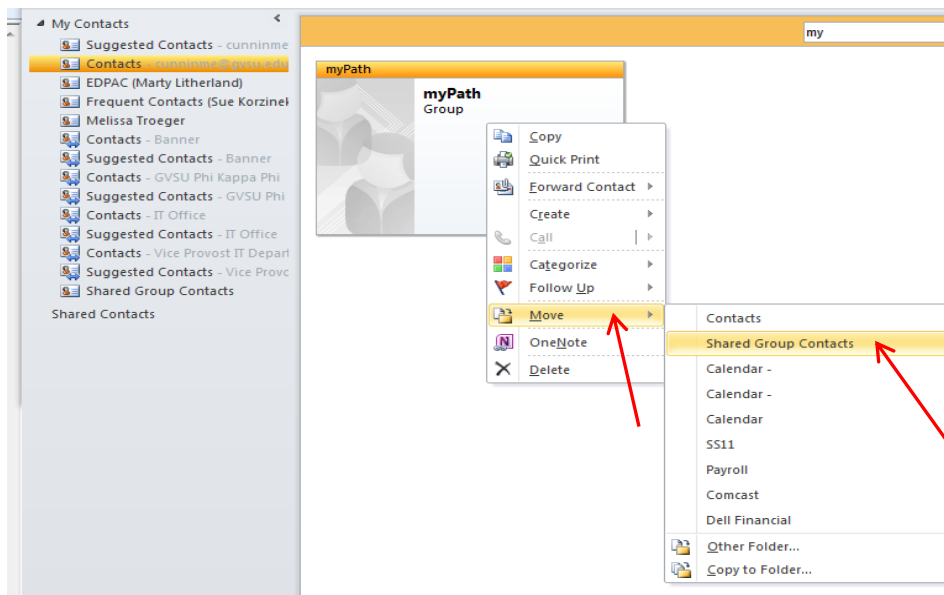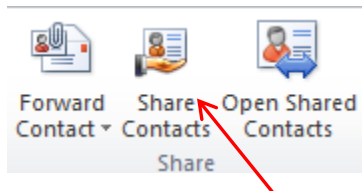

7. The group will be displayed in the new folder.
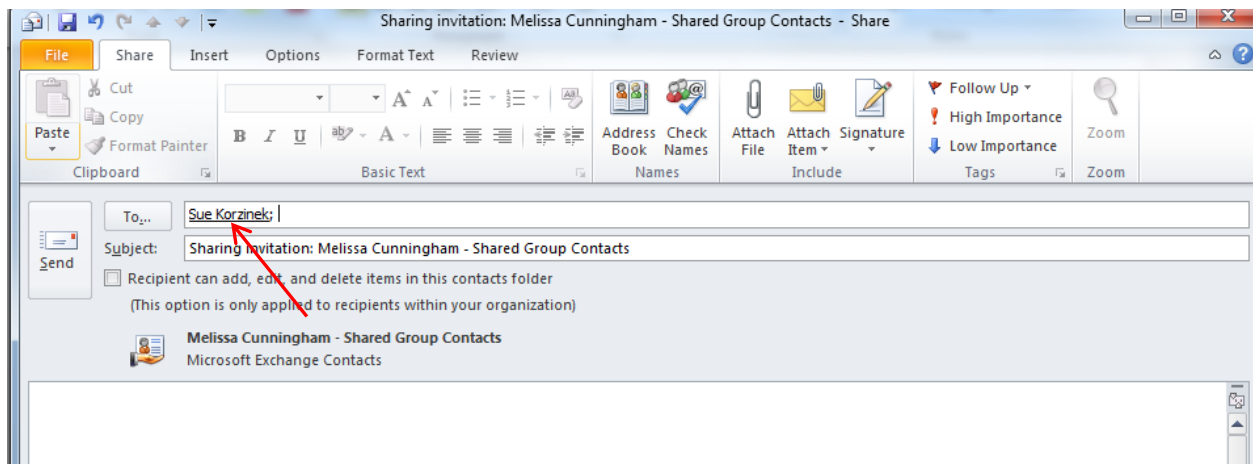
8. Click on the Contact Group that you would like to share. (it will highlight blue)


9. Click on the Share Contacts button on the Home tab.

10. In the To text box, type the addresses of the people with whom you want to share contacts. Optional: In the large text box at the bottom of the form, type a short message explaining the invitation, if you want.

11. If you want to give users Editor Access, select the Recipient Can Add, Edit, and Delete Items in This Contacts Folder check box. If you don't select this option, visitors get only Reviewer Access.
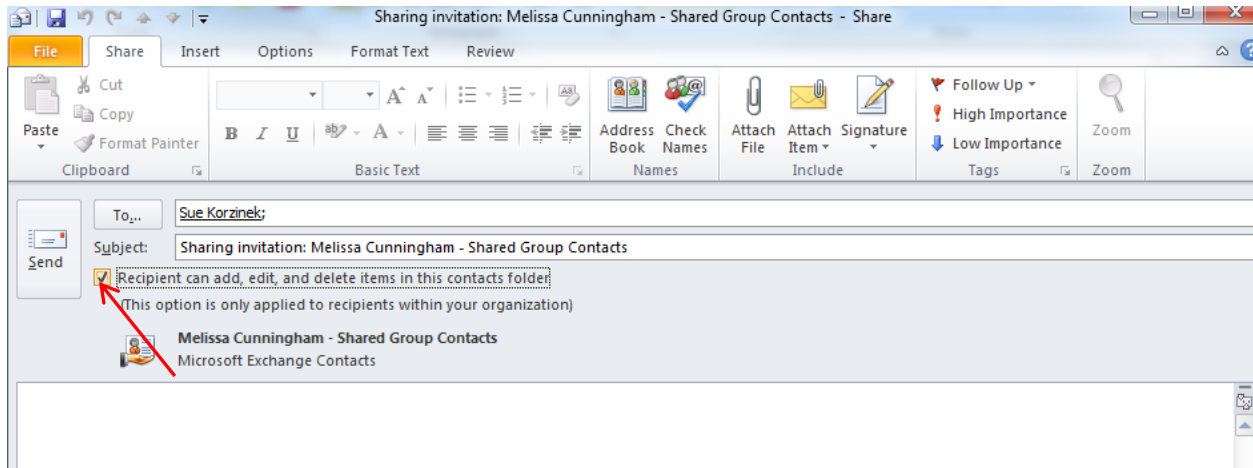
12. Click Yes, if you want to grant edit permissions. A message will be sent to the recipient(s).
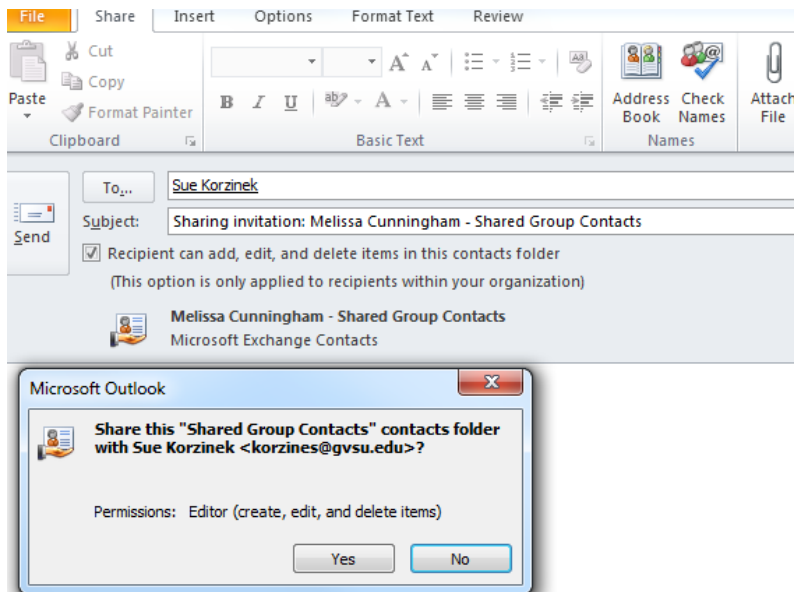
13. The recipient(s) of your e-mail can click the link in the message to connect to the shared folder.