Sharing a Address Contact / Group List

1. Click on Contacts in the Navigation Pane

2. Click on the Folder Ribbon. Click on Create 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).
4. The new folder will display under My Contacts

![Image of 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.

![Image of Contact Groups]
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.