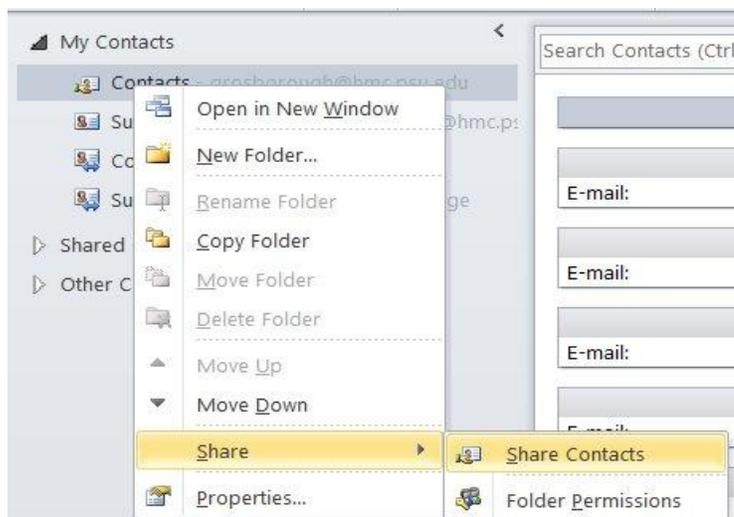


Sharing Address Book or Contacts with another person

How do I share my Address book with another person?

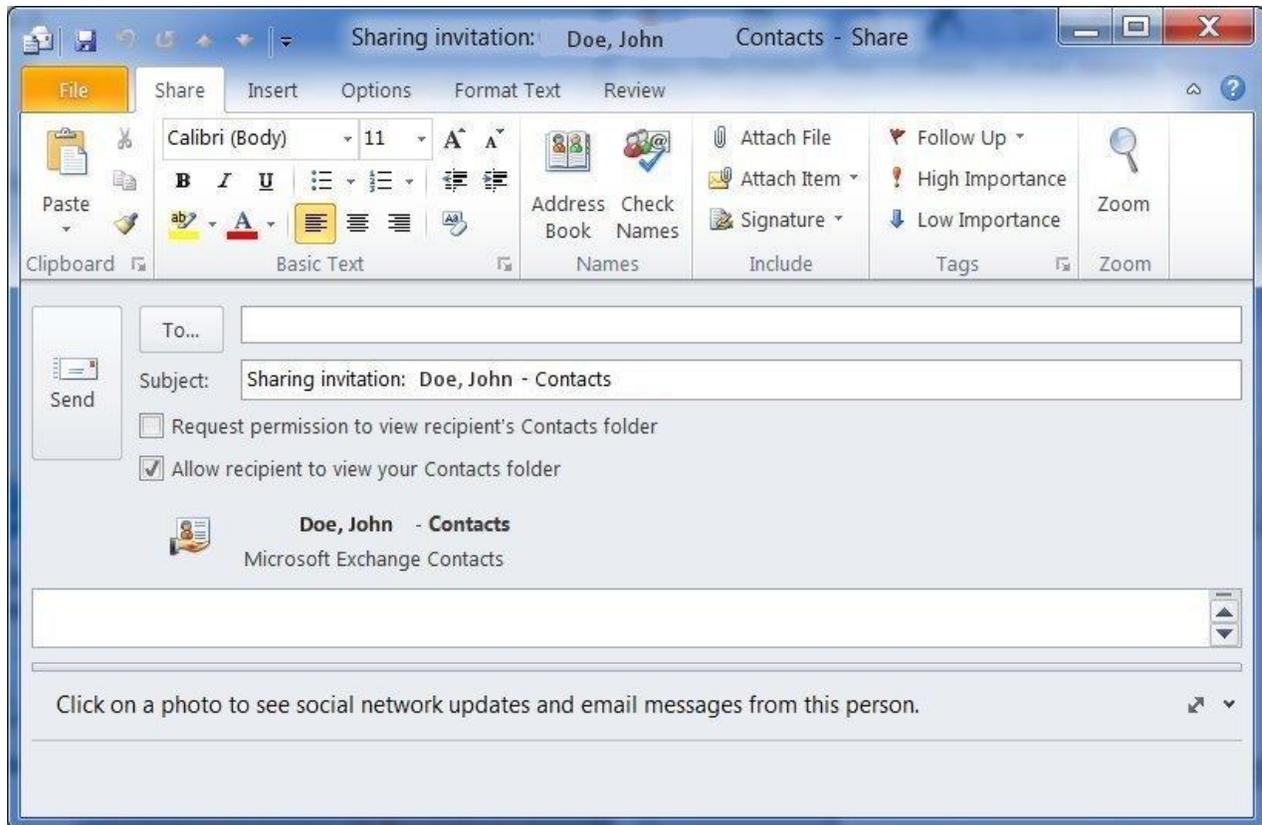
Within Outlook, it is possible to share address books. Use this if, for example, you and your team have a group of common contacts outside of HMC that you all need to be able to quickly reference contact cards for.

To start, right click on the contact list you'd like to share and go to Share -> Share Contacts



This brings up the Sharing Invitation window. The Sharing Invitation is just like an email, and you use it to automatically set up address book sharing. Just put the email addresses of the people you'd like to share your address book with to the To field, decide whether they should be able to edit your address book, and send!

NOTE: This gives the person you share with access to the version of the address book on the server, not just a snapshot. They will be able to see any changes you make at any point in the future. **KEEP THIS IN MIND.**

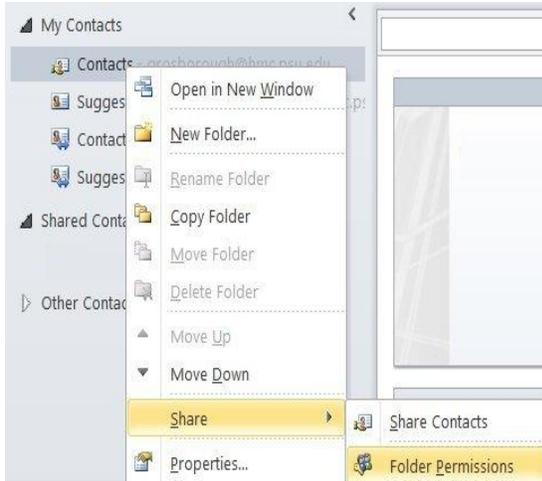


You will see a window like the one above. Just click Yes to move forward.

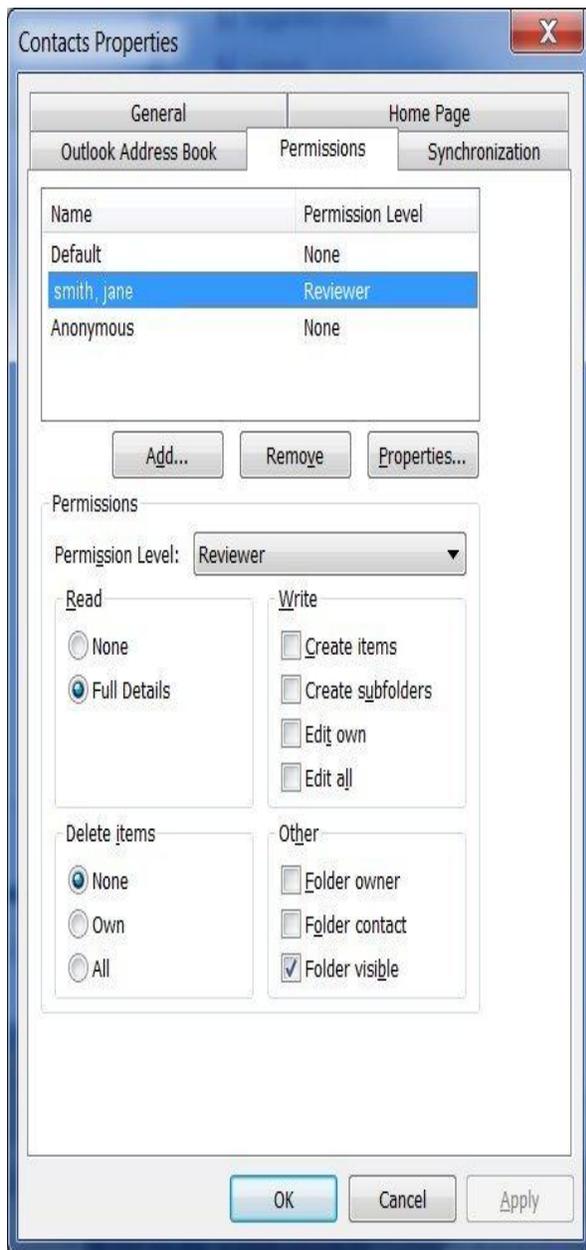
To edit how you share with any given user manually, complete the following steps.

****NOTE: You MUST set up sharing using the Sharing Invitation before changing any of these values will do anything****

Right click on the address book you want to change sharing properties for and click Share -> Folder Permissions



From here you can choose users by name and edit their individual permissions within the folder, either by assigning them predefined roles or making custom roles of your own.



Note: If you edit the Default or Anonymous groups you are changing permissions for everyone not specified on this list. This is most likely NOT what you want to do. Please do not edit these groups.