

Sharing your Exchange Server contacts

Here's how you can share your contacts with someone else, if they are on the same Outlook Exchange Server:

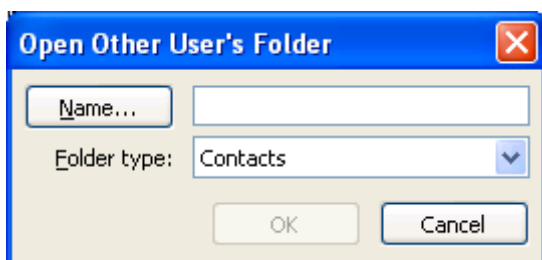
1. Right-click the **Contacts** folder in Outlook.
2. Click **Sharing**.
3. Click **Add**. A list of all users that have a Microsoft Exchange Server account appears.
4. Select the users with whom you'd like to share your contacts, and click **OK**.
5. In the **Permissions** area, click **Read items**.
6. Click **OK**.

After you set your contact properties to share them with someone in your firm, they can view them after they complete the procedure in the following section.

Viewing someone's shared contacts

After someone shares their contacts with you and gives you permission to view them, you can configure Outlook to display those contacts. To view someone else's shared contacts, follow this simple procedure:

1. Click **File**, point to **Open**, and click **Other User's Folder**.



2. Click **Name**, select the user whose **Contacts** folder you want to have access to, and click **OK**.
3. Verify that **Contacts** is selected in the **Folder type** box.
4. Click **OK**.