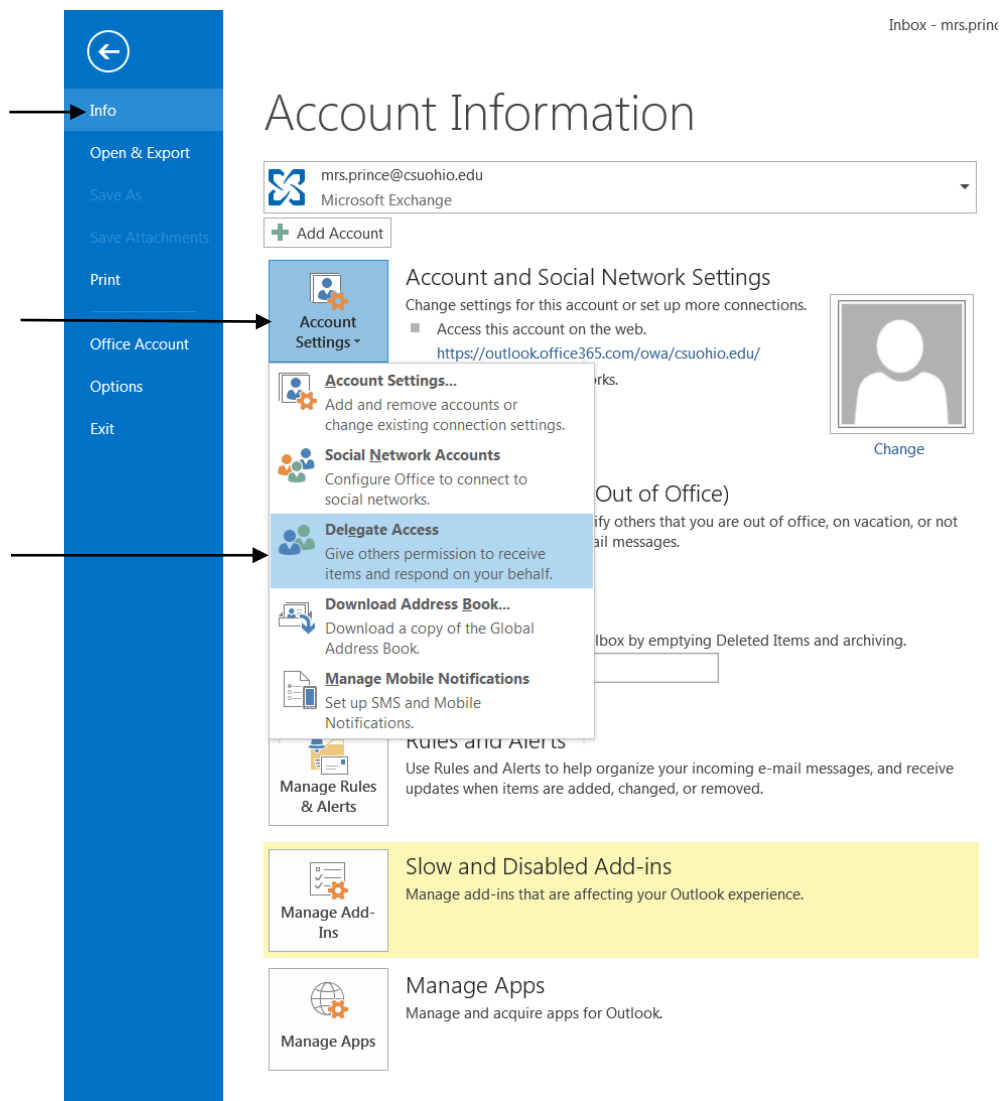




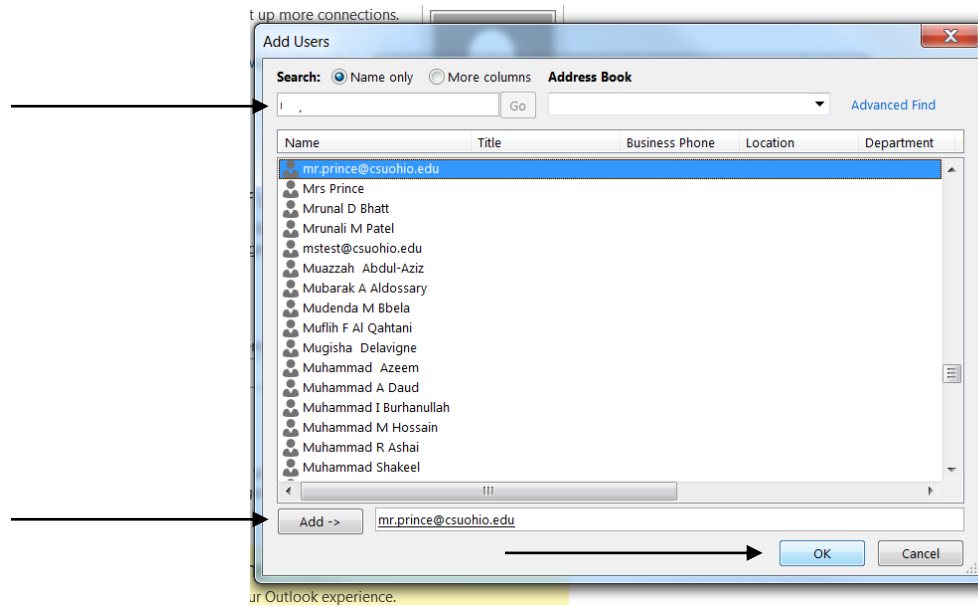
## Granting and accessing shared contacts

- 1) Using a supported version of the Outlook client, sign into the account that contains the contact information that is to be shared. Once signed in go to the account information, by selecting “File” in the upper left corner. Once there, select “Info” – expand “Account Settings” and select “Delegate Access”

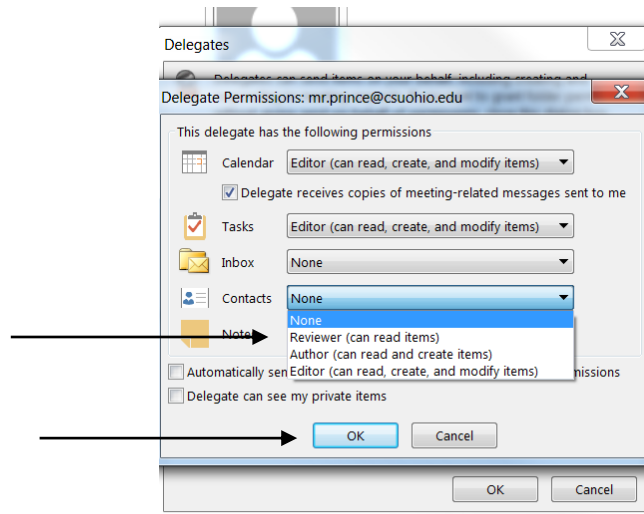




- 2) Select the name / email address of the individual who will be granted access to the contacts. Note: under "Address Book" verify that it is set to "Global Address List". Once the name has been located, select it and verify that it is listed in the "Add" field. Select "OK".

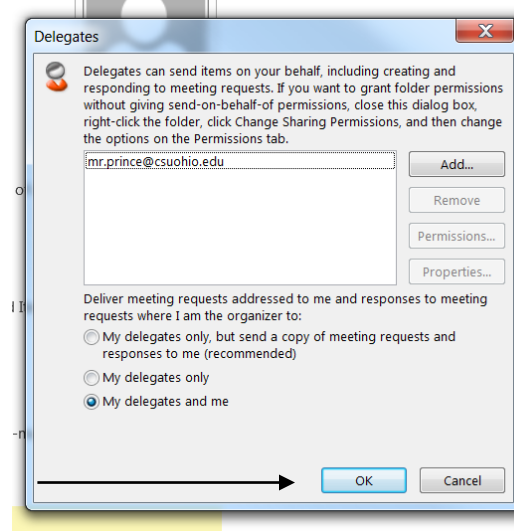


- 3) Select the type of access the individual is to be granted to the Contact list, and then select "OK"

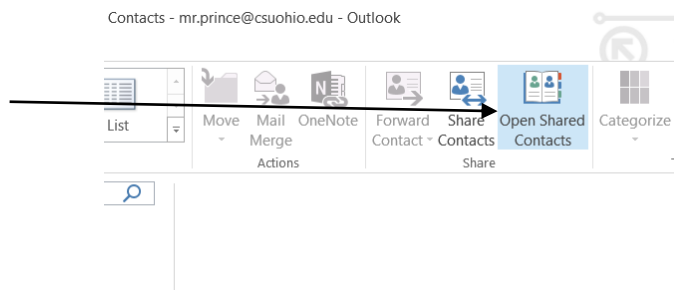




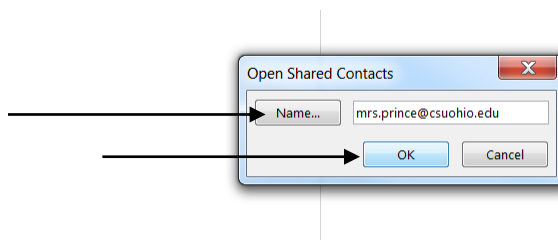
- 4) The individual's name / email address will appear in the Delegates list, select "OK"



- 5) The person who has received the permission to access the shared contacts, will now need to sign into their account via a supported Outlook client. Once they are signed in, they should go to their contacts section and in the tab at the top, select the "Open Shared Contacts" option



- 6) Enter the name / email address of the account to which access has just been granted and then select "OK"





- 7) The contact list from the other account will now appear under the “Shared Contacts” heading. Do not move this to another heading. Select the name of the contact list that is under the “Shared Contacts” that you wish to open (if more than one contact list is listed). All of the contacts will be listed. To send mail using one of these shared contacts, select the contact name and then the mail icon.

