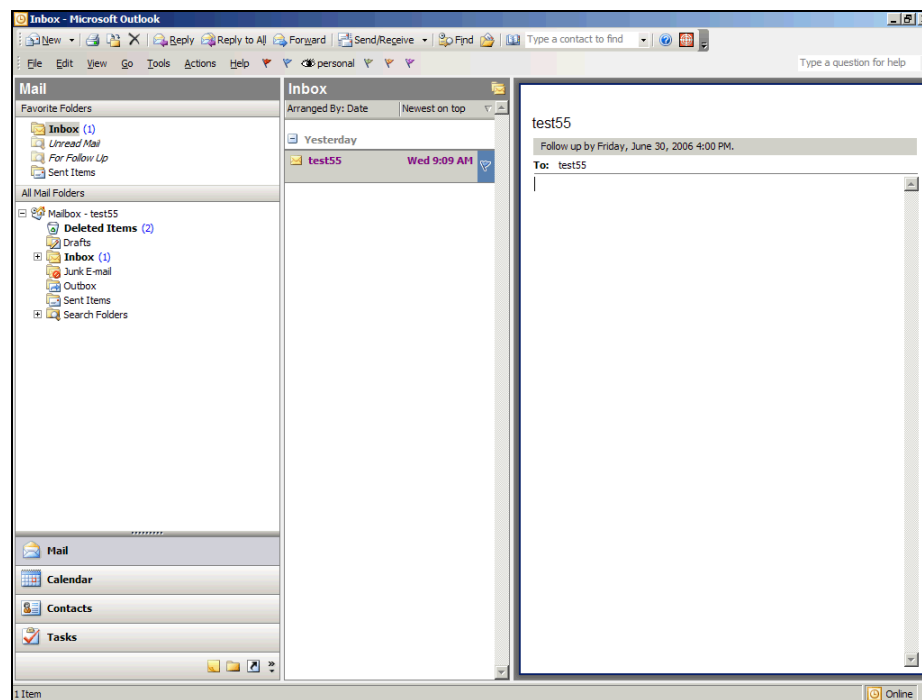


Contacts

Sharing Contacts and Distribution Lists

Procedure

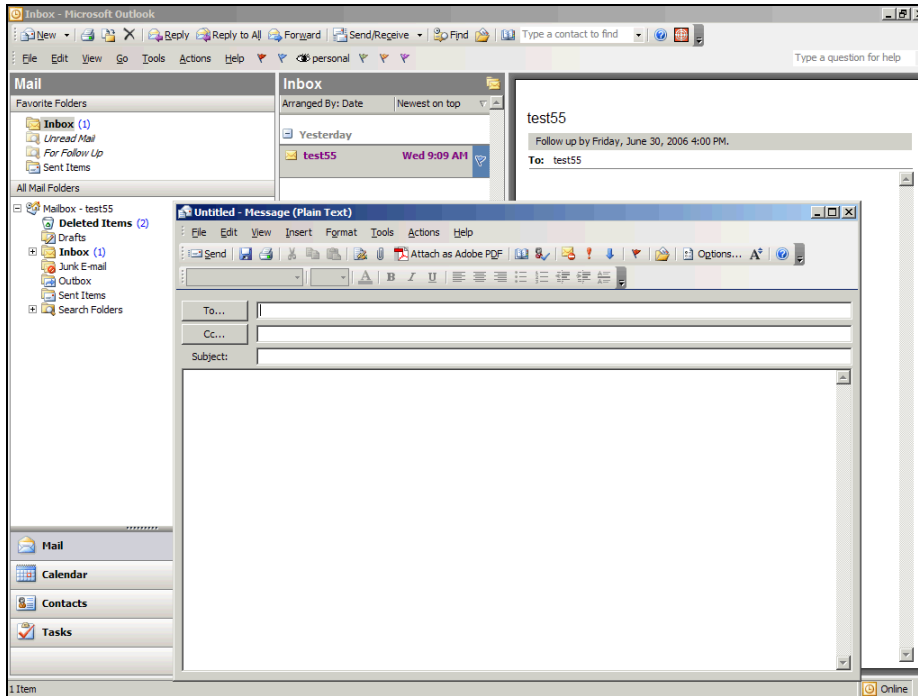
Outlook users can share contacts. This way if a staff member in a school has created a Distribution List with colleagues names they could email the list to their colleagues so the lists wouldn't have to be recreated.



Step	Action
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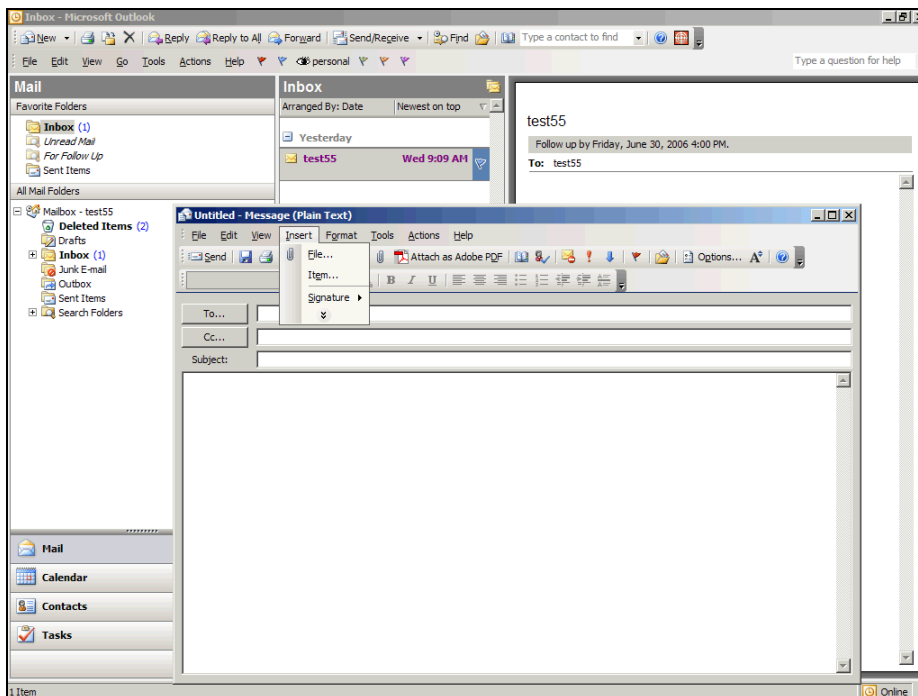
1. Click the **New** button to begin a new mail message.





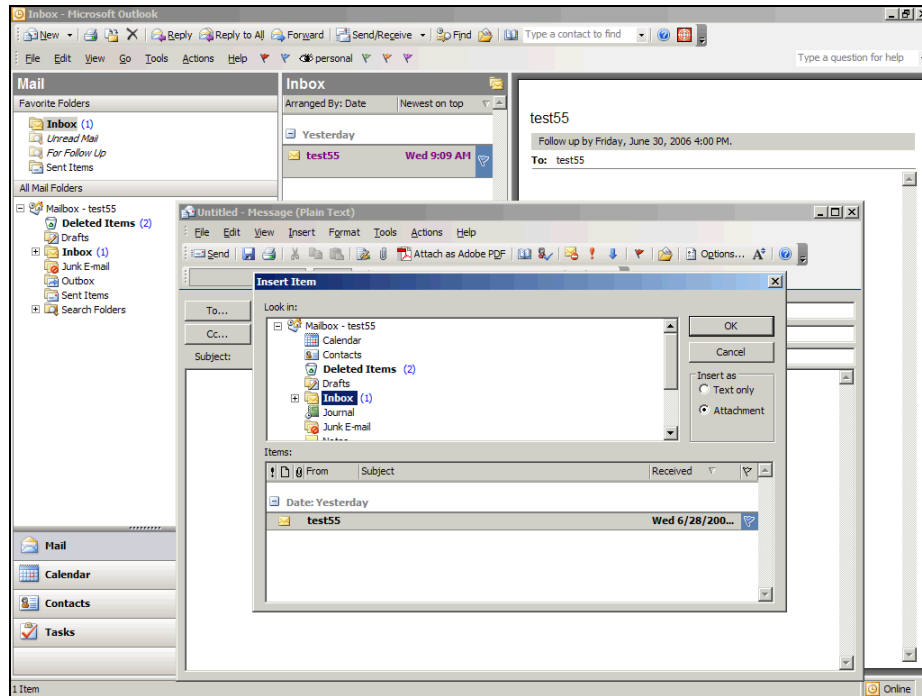
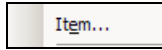
Step Action

2. Select **Insert** from the message menu bar.



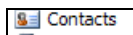
Step Action

3. Select **Item**.



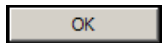
Step Action

4. Select **Contacts**



5. Select the **Contact** you want to insert.

6. Click the **OK** button.



7. The contact is now inserted like an attachment in a mail message. The recipient needs to drag the contact from the mail message into their contacts shortcut. Congratulations you have completed the topic on Sharing Contacts and Distribution Lists.

End of Procedure.