

How do I share or forward a contact?

Contact information can be shared with another Exchange user. This is done by sending them a Contact attachment.

1. Click the **Contacts** button or icon in the Navigation pane.
2. Highlight the **contact** to be shared.

Note: To share more than one contact, press **Ctrl** while highlighting each contact.

3. **Right-click** the contact.
4. Left-click **Forward** or **Forward Items**.
5. The recipient opens the e-mail message. The attachment is clicked and dragged into Contacts.

Note: The e-mail message may need to be resized before clicking and dragging the attachment. Also, change the Navigation Pane to the folder view to make it easier to add the contact.