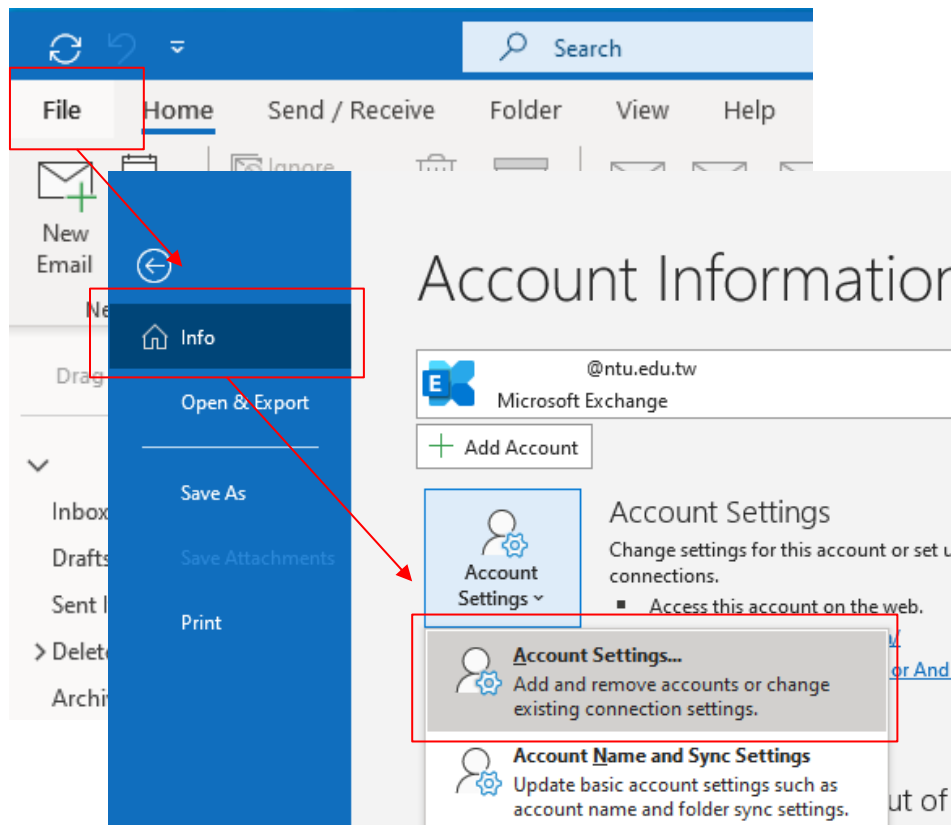


Sharing contacts folder with others

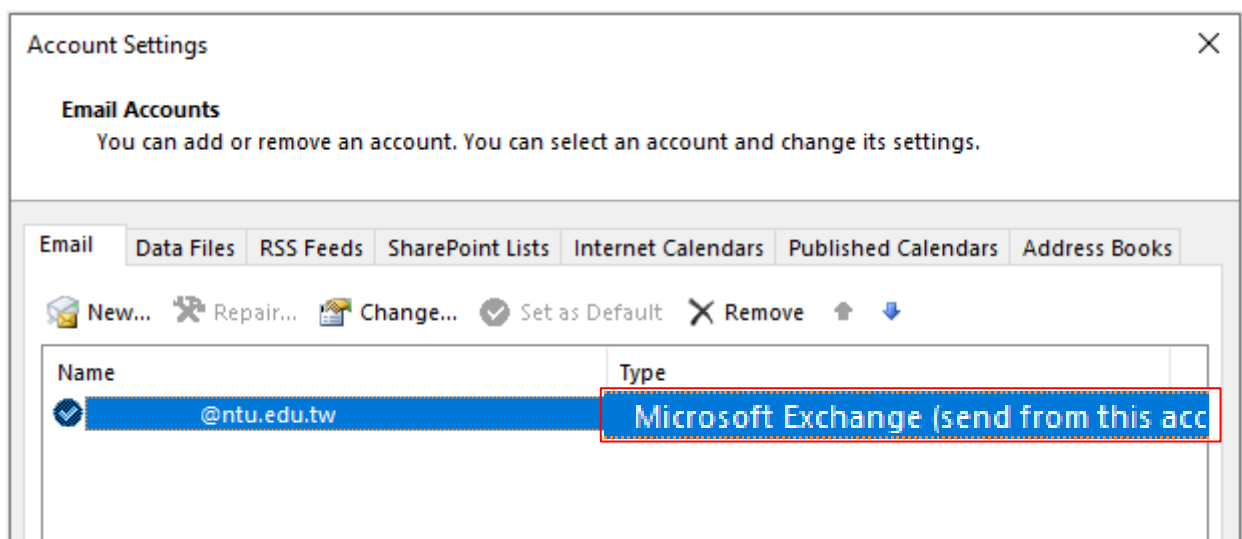
Limited to NTU account, with Exchange protocol set up, Outlook requires version 2016 or later.

Confirm the account is Exchange protocol

1. Open the outlook, click **【File】** → **【Info】** → **【Account Settings】** .



2. Right-click on the contacts, select **【New Folder】** .

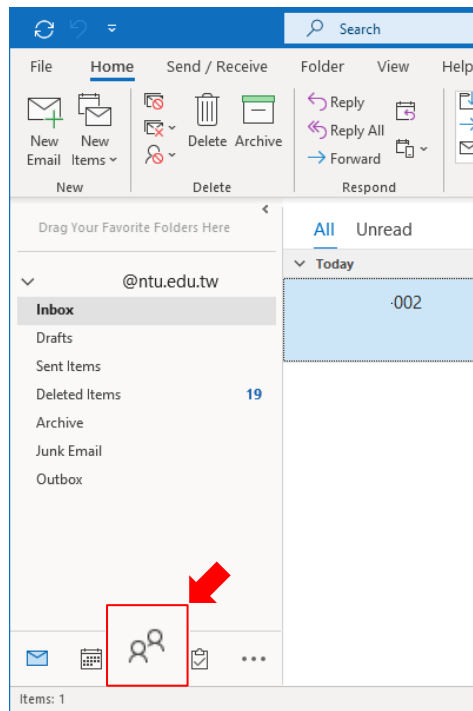


Share a contacts folder with others

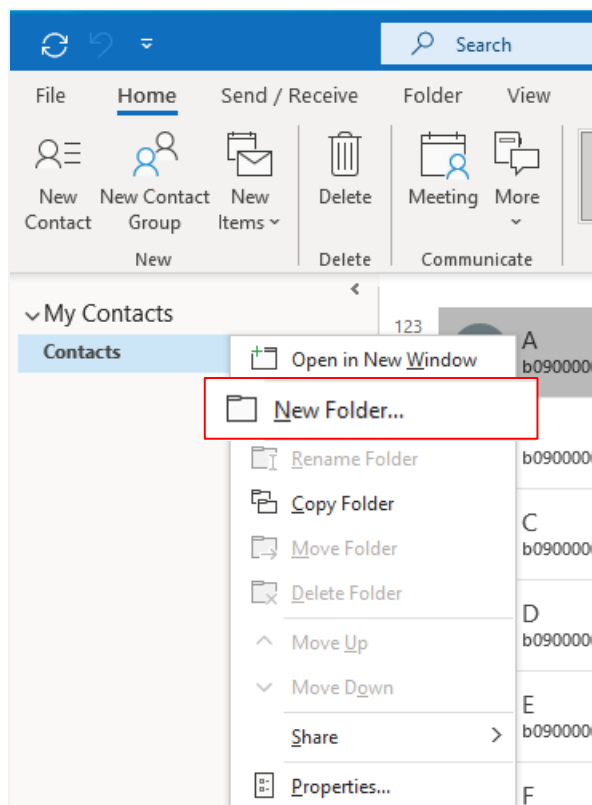
In Outlook data files, there is a default **【Contacts】** folder that cannot be renamed or deleted. It is recommended to create additional contact folders before sharing.

(The Outlook web app does not support sharing or viewing of shared contacts folders.)

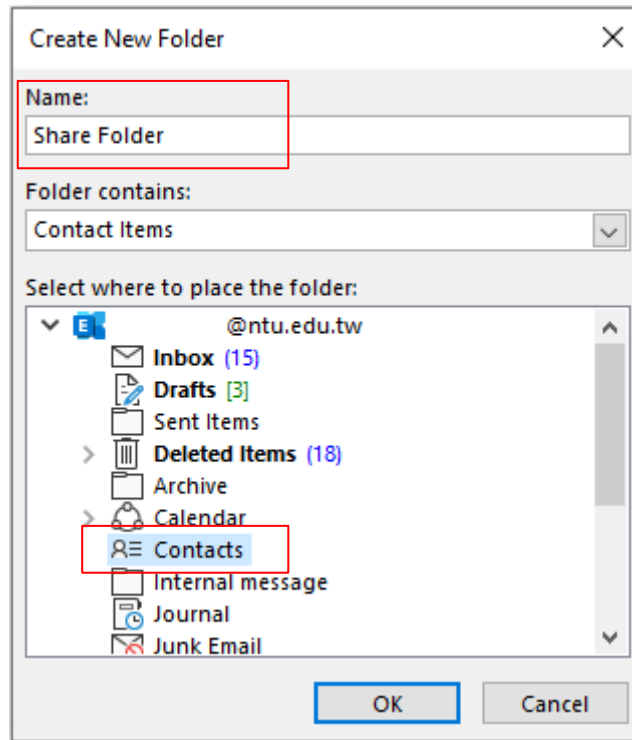
1. click on the icon and switch **【Contacts】** .



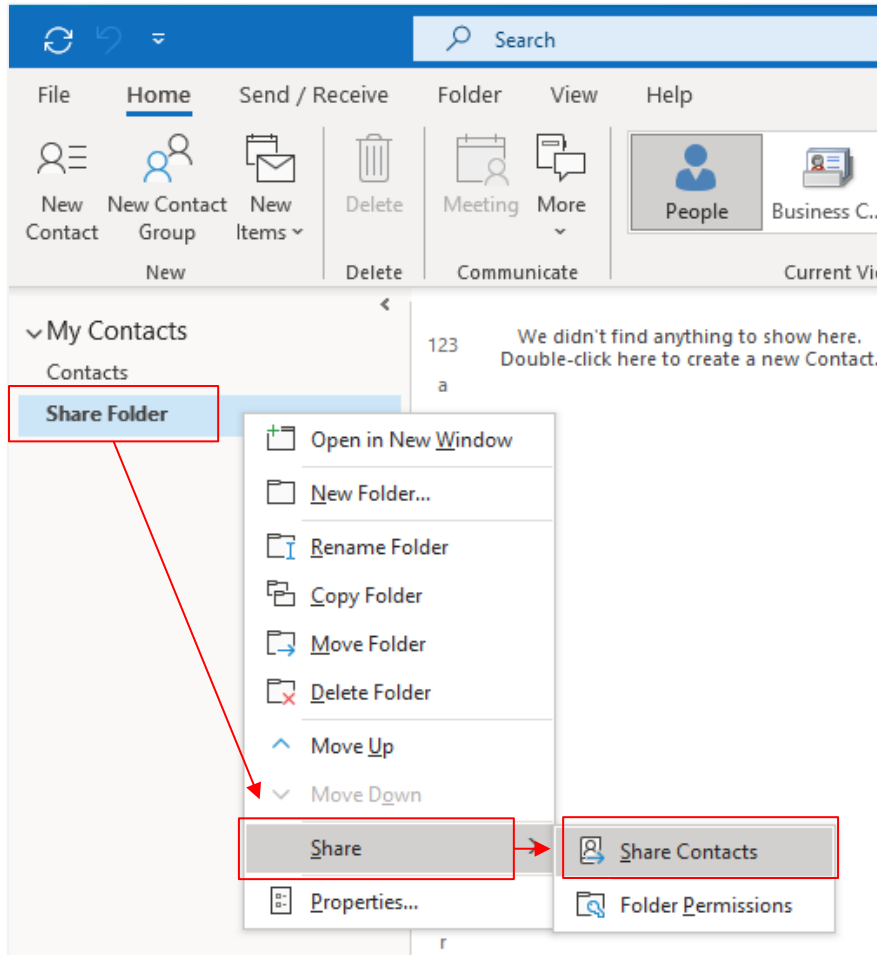
2. Right-click on the contacts, select **【New Folder】** ,



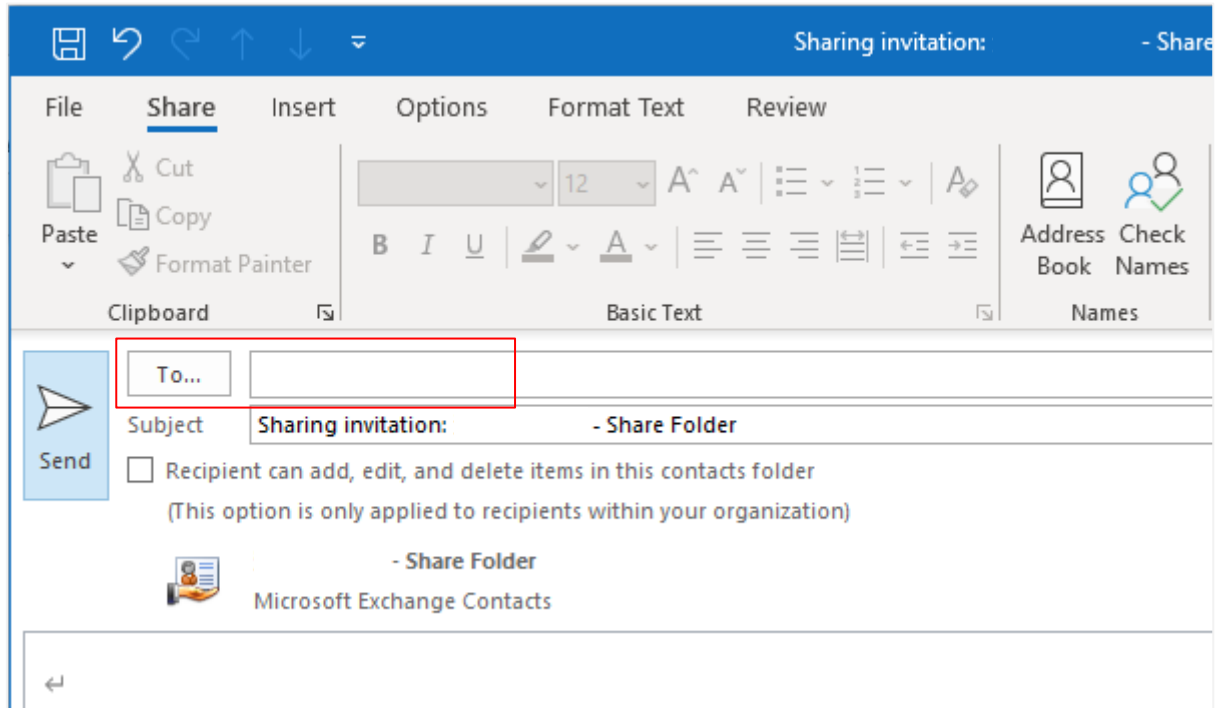
3. A window will pop up, enter the **【Name】** , select **【Contacts】** , then click **【OK】** .



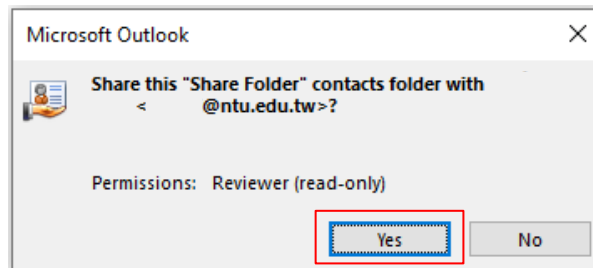
4. Right-click on the folder you just created, and select **【Share】** → **【Contacts】** .



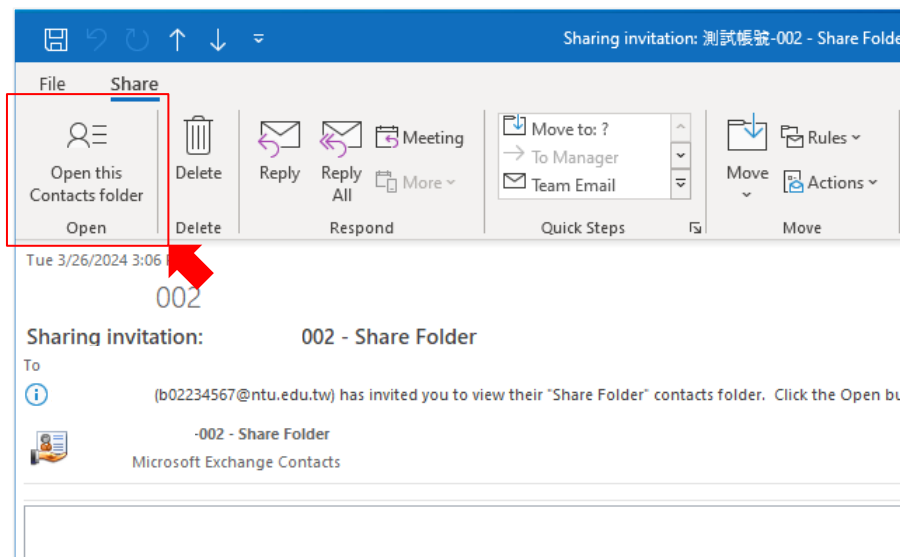
5. Click **【To...】** to open address book, and add the contacts you want to share , then click **【Send】** .



6. Pop up the confirmation window, click **【YES】** .



7. After receiving the sharing invitation, the recipient can click **【Open this contact folder】** to view the contents of the folder.

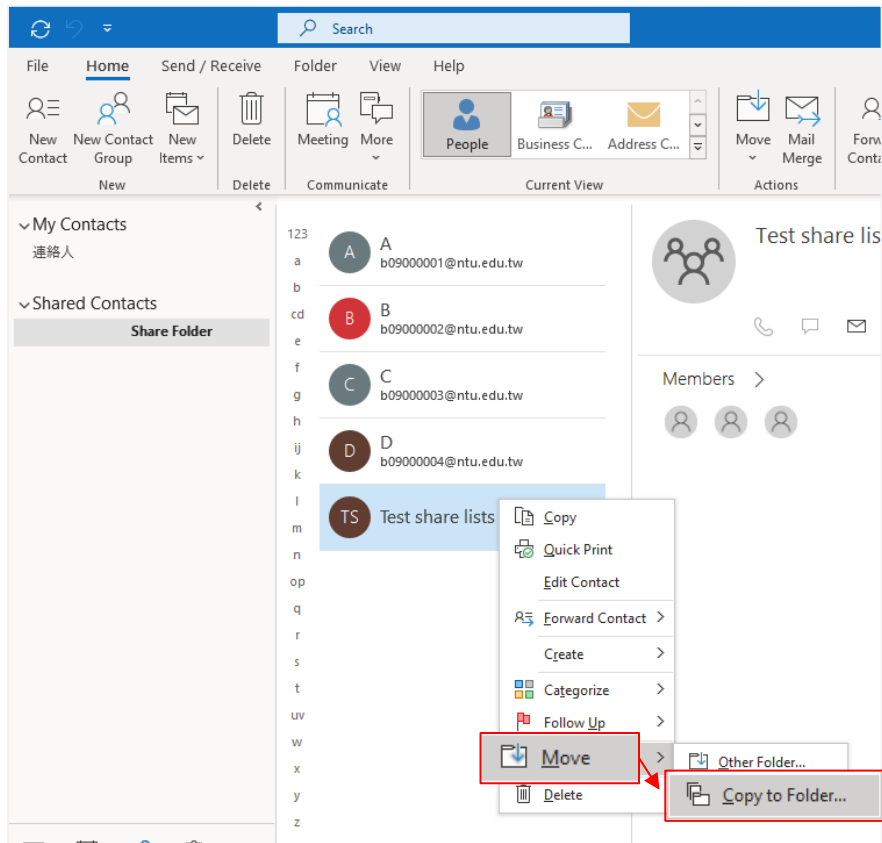


Copy 【Shared contacts】 to 【My contacts】

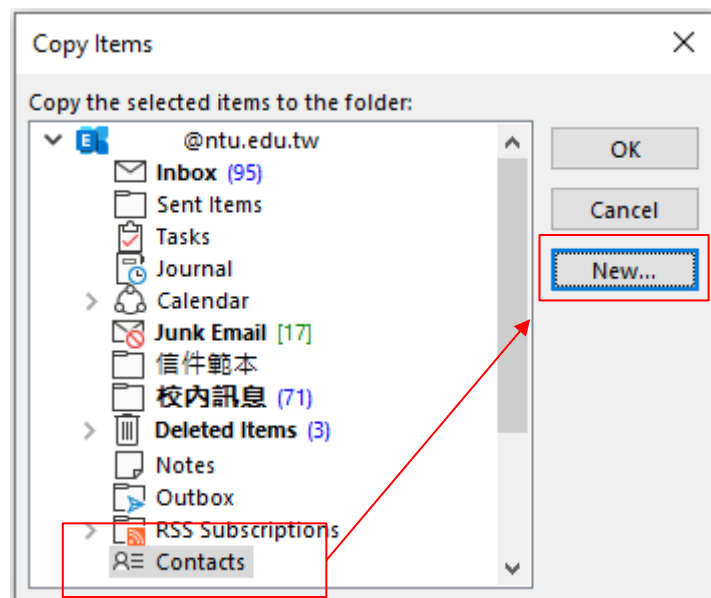
Copy the content of the shared contacts to my contacts for use.

(You can see this copy in the Outlook Web App.)

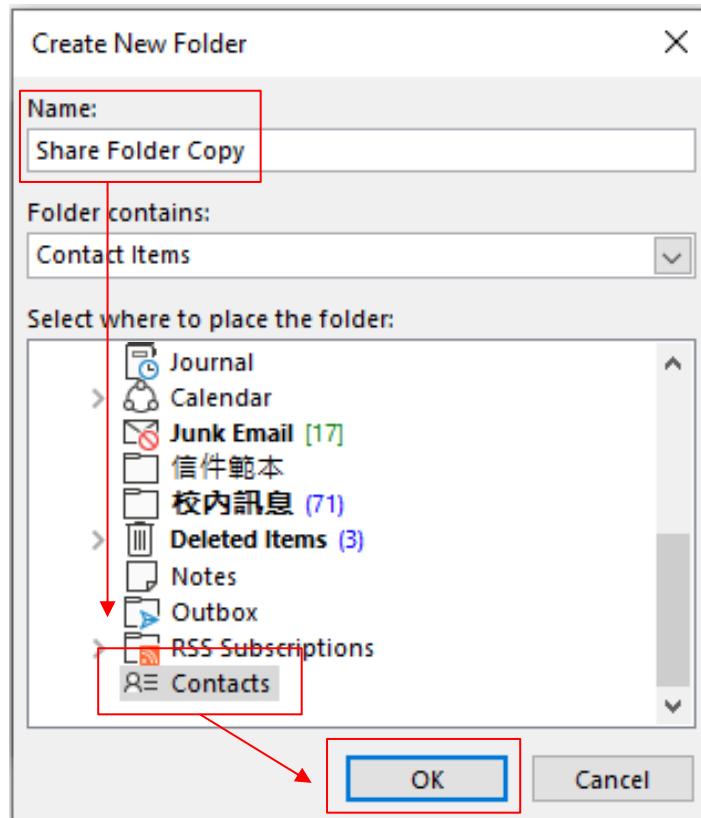
1. Right-click on the contacts or contacts list, select 【Move】 → 【Copy to Folder】 .



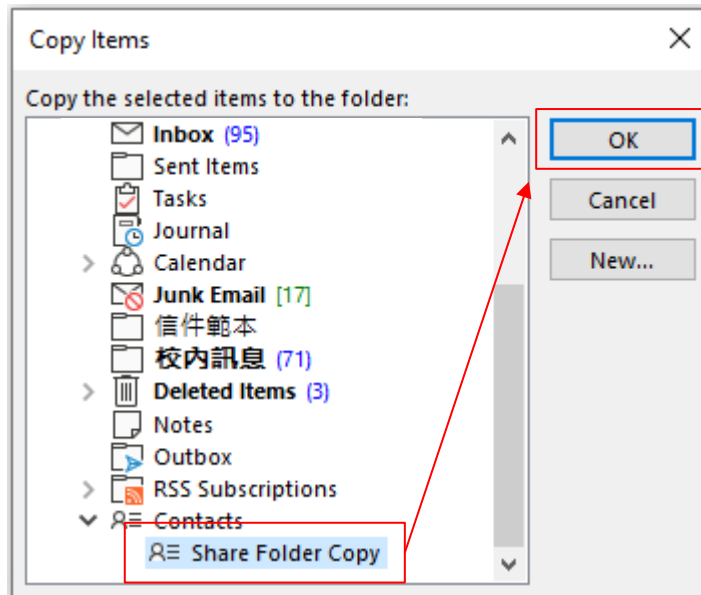
2. Select 【Contacts】 and then click 【New】 to create a new folder as the storage location for the copy of contacts, avoiding confusion with the original contact folder.



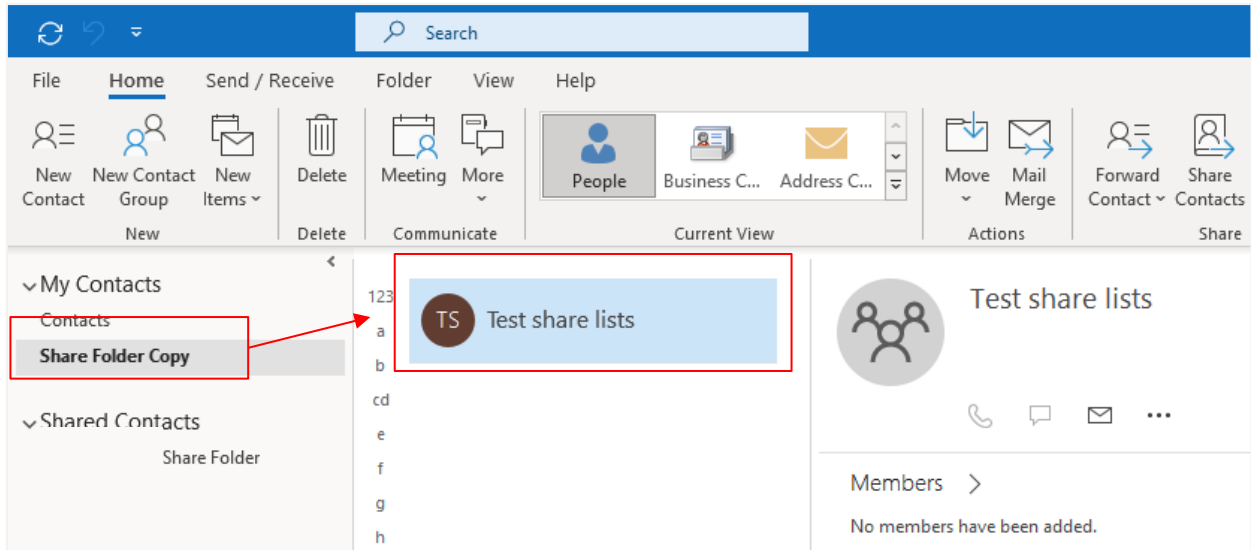
3. Enter the **【Name】** , select **【Contact】** to place the folder, then click **【OK】** .



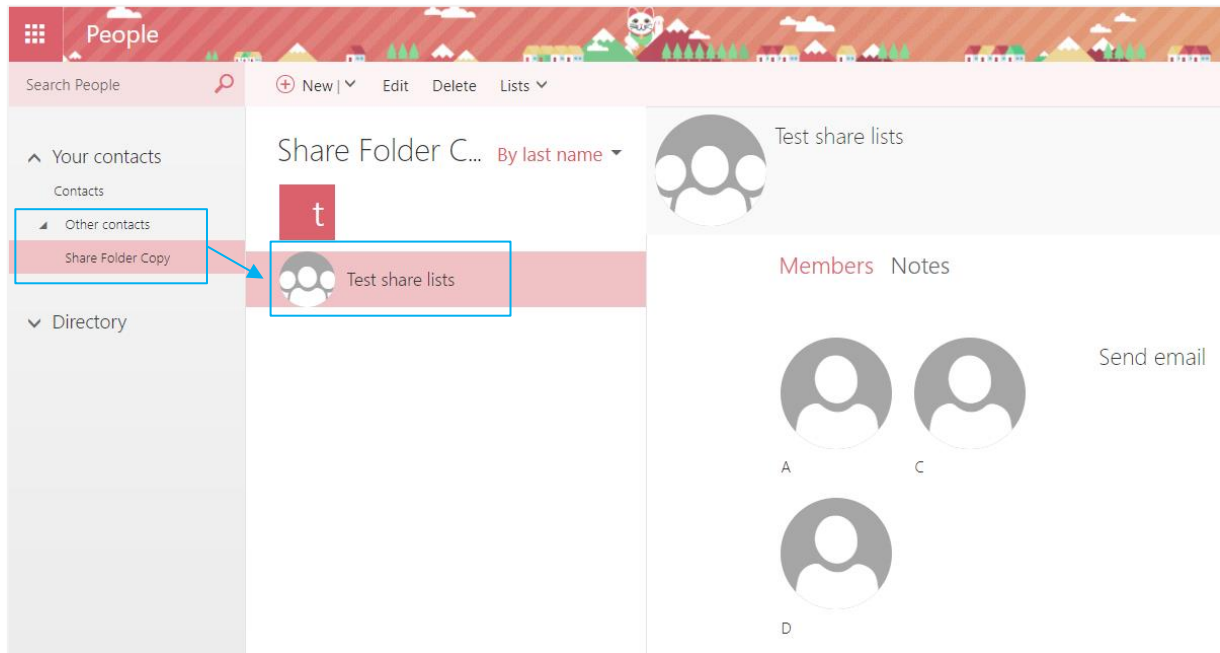
4. Click the folder you created, then click **【OK】** .



5. The copy has been successfully duplicated, and you can find it in the newly created folder.

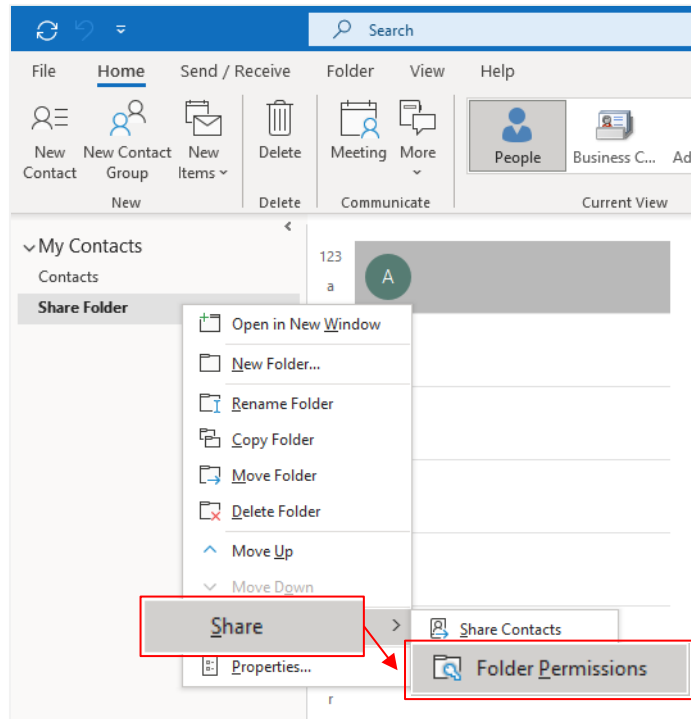


6. You also can see the copy in the Outlook Web App.

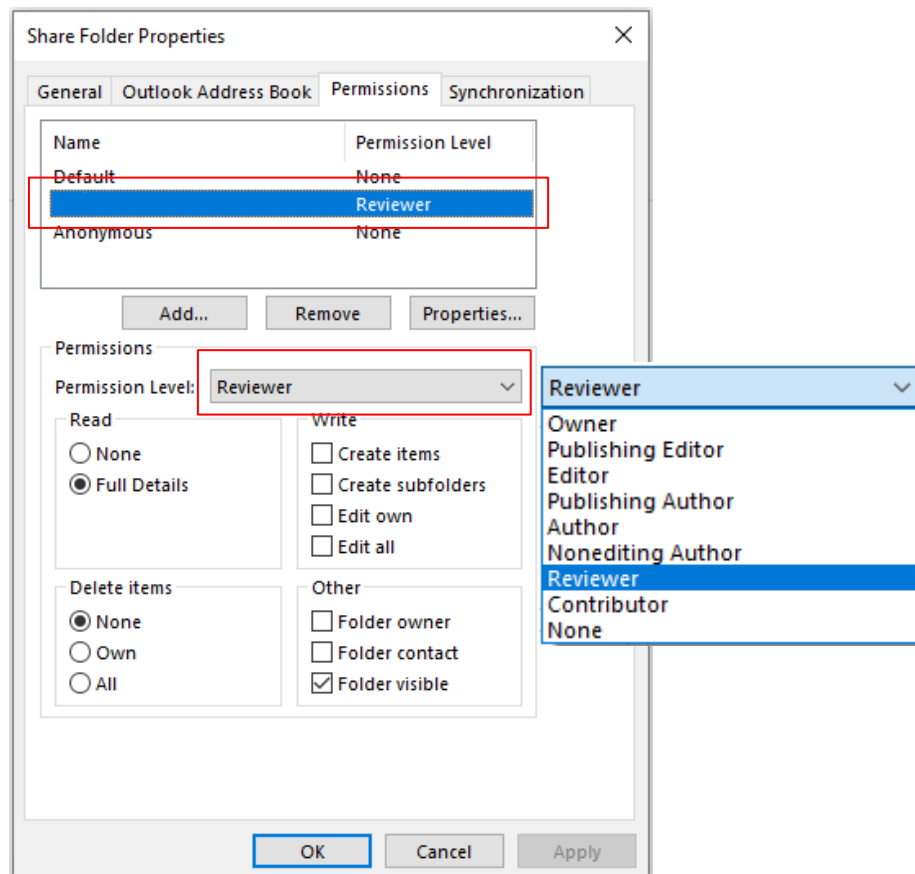


Revoke or change access permissions for one person

1. Right-click the folder you share to other, click **【Share】** → **【Folder Permissions】** .



2. Click on the name of person and select the drop-down menu to change the permission level. Click **【None】** to revoke permissions or any of the other options to change permissions, click **【OK】** after making the changes.



3. Folder sharing permissions

With this permission level (or role)	You can
Owner	Create, read, change, and delete all items and files, and create subfolders. As the folder owner, you can change the permission levels that other people have for the folder. (Doesn't apply to delegates.)
Publishing Editor	Create, read, change, and delete all items and files, and create subfolders. (Doesn't apply to delegates.)
Editor	Create, read, change, and delete all items and files.
Publishing Author	Create and read items and files, create subfolders, and change and delete items and files that you create. (Doesn't apply to delegates.)
Author	Create and read items and files, and change and delete items and files that you create.
Nonediting Author	Create and read items and files, and delete items and files that you create.
Reviewer	Read items and files only.
Contributor	Create items and files only. The contents of the folder don't appear. (Does not apply to delegates.)
None	You have no permission. You can't open the folder.