



MCS Exchange

Sharing Contacts in Outlook 2003

Document Description: How to share your contacts in Outlook 2003 and how to open contacts shared by another user.

For user by: All staff on the Exchange Email Server using Outlook 2003 for Windows.

Quick Start:

Sharing Contacts:

1. Click the Contacts navigation pane
2. Select the 'Share My Contacts' link
3. Click the Add button
4. Type the name/account of the person you want to give access to
5. Click OK
6. From the Permission Level drop down box, select the required predefined level (or customise options as necessary)
7. Click OK

Opening Contacts Shared by Another User:

1. Click the Contacts navigation pane
2. Select the 'Open a Shared Calendar' link
3. Type the Name (or Unikey) of the calendar you want to open
4. Click OK

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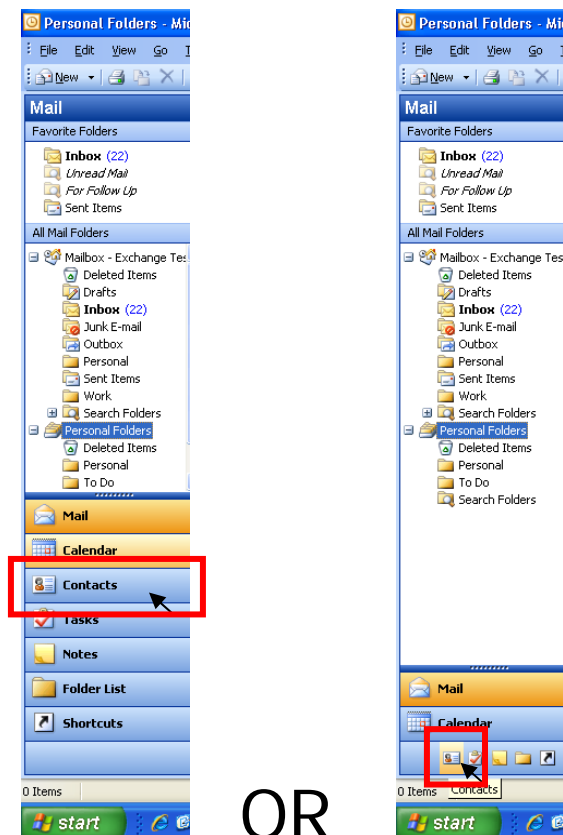
1. Background

These instructions are to illustrate how to share contacts between people with MCS Exchange accounts using Outlook 2003 for Windows. Sharing Contacts is an ideal way for your work colleagues to have access to your contacts without having to re-enter them in their own Address Book.

NOTE: Outlook 2003 has to be open to share your contacts.

2. Sharing Contacts

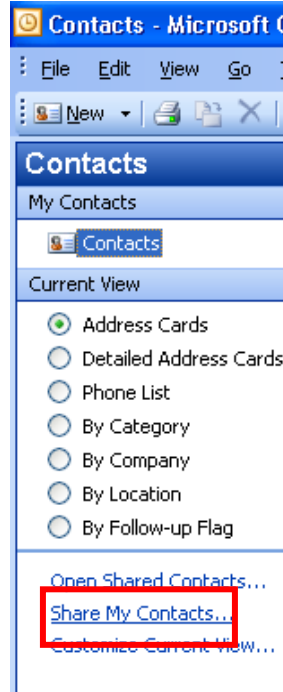
- 2.1. With the navigation pane visible, select the **Contacts** tab.
- 2.2. Depending on your navigation pane setup, you may have Contacts displayed as a tab (diagram on the left) OR as a folder button (diagram on the right)



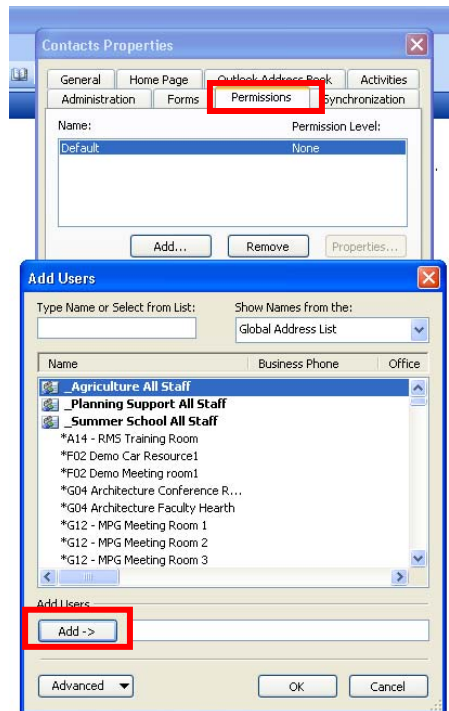
- 2.3. NOTE: If the navigation pane is not showing, go to the **View** menu at the top of Exchange and select **Navigation Pane**.



2.4. Click on the **Share My Contacts** link

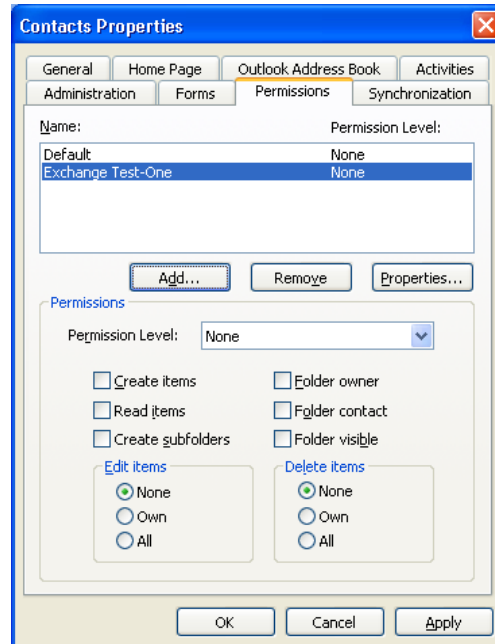


2.5. On the **Permissions** tab, click the **Add** button





- 2.6. Search for the person with whom you wish to share Contacts, and click the “**Add->**” button
- 2.7. Click **OK**
- 2.8. Once they are listed in the **Permissions** panel, select them and select a “**Permission Level**” to grant them access.



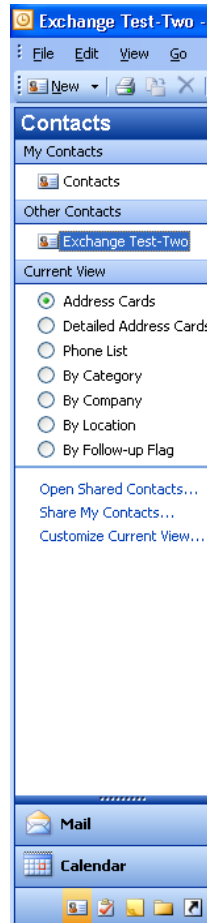
- 2.9. You can either select a predefined level or specify what allowed activities to grant them.
- 2.10. Click **OK**, then **OK** again to complete the Properties change.

NOTE: By default, select the “Reviewer” permission as this allows your nominated staff member to view and use your contacts but not able to add to or delete them.

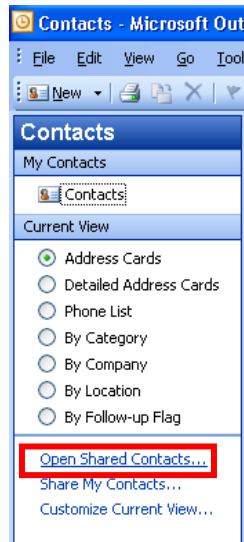


3. Opening Shared Contacts

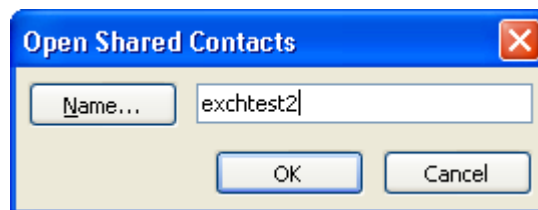
3.1. Start Outlook and open the Contacts panel.



3.2. Select **"Open Shared Contacts"**

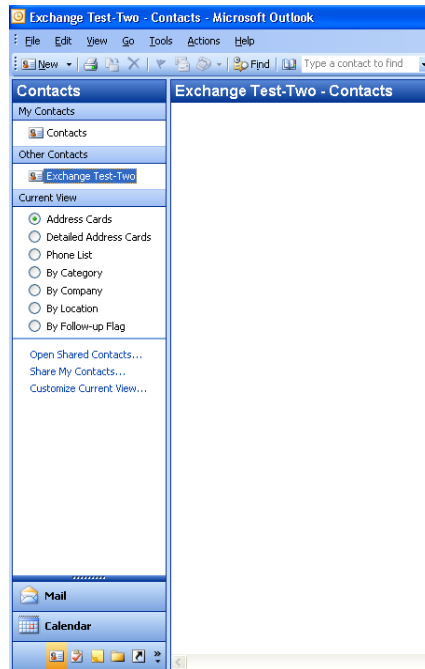


3.3. Enter the *Unikey* or the *Full Name* of the calendar owner.



3.4. Click **OK**

3.5. The shared Contacts will appear:



3.6. NOTE: You can toggle between your own Contacts (shown under “My Contacts”) and other users Contacts (listed under “Other Contacts”) by clicking on each as necessary.



4. Summary of Shared Permission Levels

With this permission level (or role)

You can

Owner	Create, read, modify, and delete all items and files, and create subfolders. As the folder owner, you can change the permission levels others have for the folder. (Does not apply to delegates.)
Publishing Editor	Create, read, modify, and delete all items and files, and create subfolders. (Does not apply to delegates.)
Editor	Create, read, modify, and delete all items and files.
Publishing Author	Create and read items and files, create subfolders, and modify and delete items and files you create. (Does not apply to delegates.)
Author	Create and read items and files, and modify and delete items and files you create.
Contributor	Create items and files only. The contents of the folder do not appear. (Does not apply to delegates.)
Reviewer	Read items and files only.
Custom	Perform activities defined by the folder owner. (Does not apply to delegates.)
None	You have no permission. You can't open the folder.