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# Collaborate across groups by sharing Outlook Contacts III

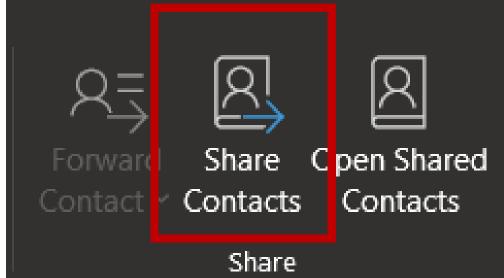
May 22, 2023 by ES and UIS Communications [2]

Within the CU System, you are able to communicate with everyone registered with a CU.edu email address. However, manually creating repeating lists of people to disseminate for each individual project can be monotonous and slow-moving. By sharing a contacts folder with a team, you can optimize collaboration.

#### Sharing contacts via email

Outlook creates a default Contacts folder that can't be edited or deleted. You can create subfolders though with specific contacts groups to share with others. Here's how:

- 1. Open Outlook. Click the **People icon** in the far left menu, and select the contact folder that you want to share with a person in your organization.
- 2. Click Home. Then, in the Share group, click Share Contacts.

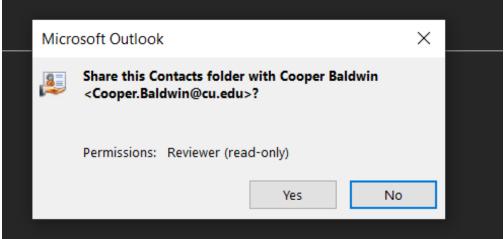


3. Select the **To** box. When prompted, search the name of the recipient for your sharinginvitation message. Optionally. change the **Subject**.

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~		jane.doe@cu.edu									
$\geqslant$	Subject	Sharing invitation: Cooper Baldwin - Contacts									
Send	Request permission to view recipient's Contacts folder										
	🗹 Allow recipient to view your Contacts folder										
	Æ	Cooper Baldwin - People Microsoft Exchange Contacts									

4. In the message body, type any information you want to include, then click Send. Then

review the confirmation dialog box and, if correct, click Yes.



5. The person in your organization receives the sharing invitation in email, and clicks **Open this Contacts folder.** 

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To 🛛 📀 Cooper Bald	To 🕝 Cooper Baldwin								
Cooper Baldwin (Cooper.Baldwin@cu.edu) has invited you to view their Contacts folder. Click the Open button above.									
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### **Changing permissions**

When wanting to change others' access to your contacts folder, do the following:

1. In **People**, in the Folder Pane, right-click the **Contacts** folder whose permissions you want to change.

#### 2. Click Properties.

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## On the Permissions tab, do one of the following: a. Revoke or change access permissions for everyone: In the Name box, click Default. Under Permissions, in the Permission Level list, click None to revoke permissions or any of the other options to change permissions.

b. Revoke or change access permissions for one person: In the **Name** box, click the name of the person whose access permissions you want to change. Under **Permissions**, in the **Permission Level** list, click **None** to revoke permissions or your preferred option.

4. Click OK.

Windows [3], Outlook email [4] **Display Title:** Collaborate across groups by sharing Outlook Contacts **Send email when Published:** No

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