# Collaborate across groups by sharing Outlook Contacts [1]

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.

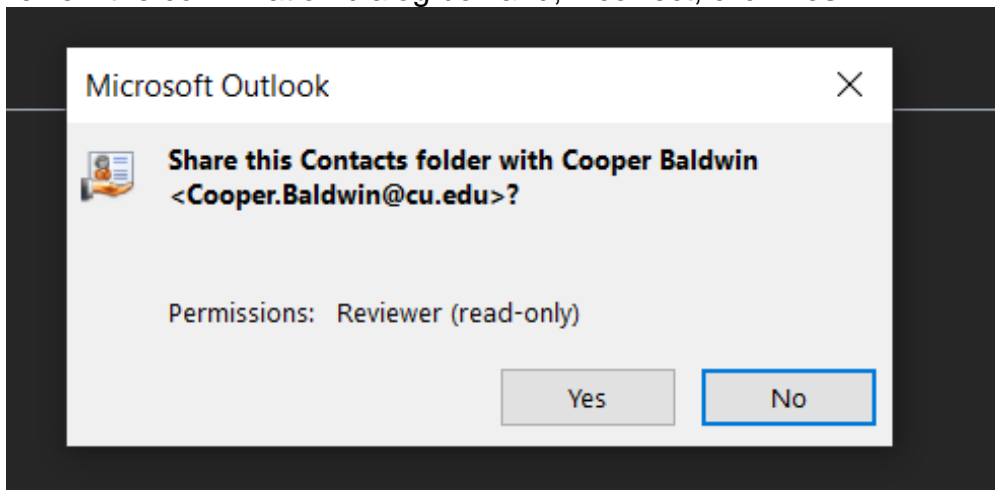2. Click **Home**. Then, in the **Share** group, click **Share Contacts**.
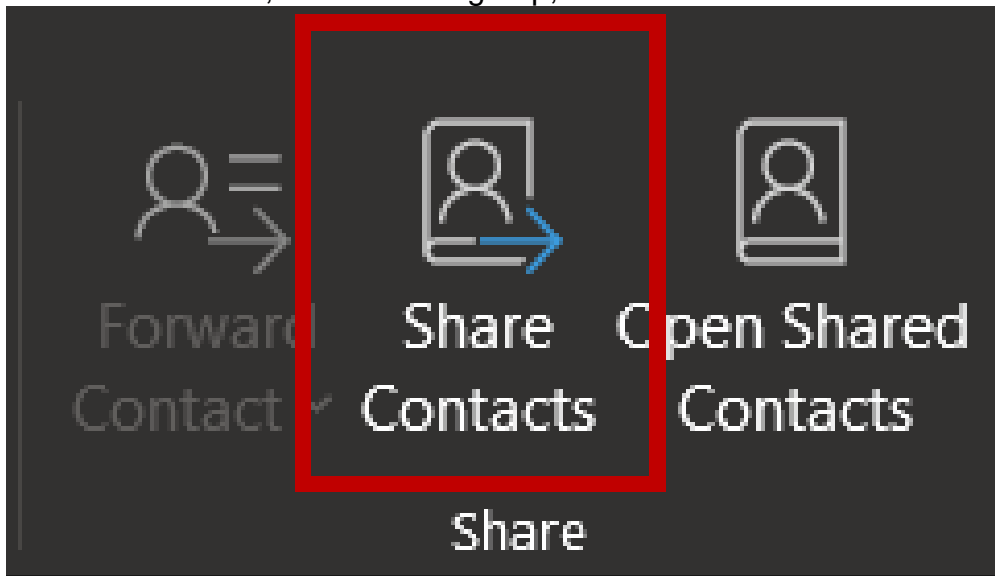


3. Select the **To** box. When prompted, search the name of the recipient for your sharing-invitation message. Optionally. change the **Subject**.
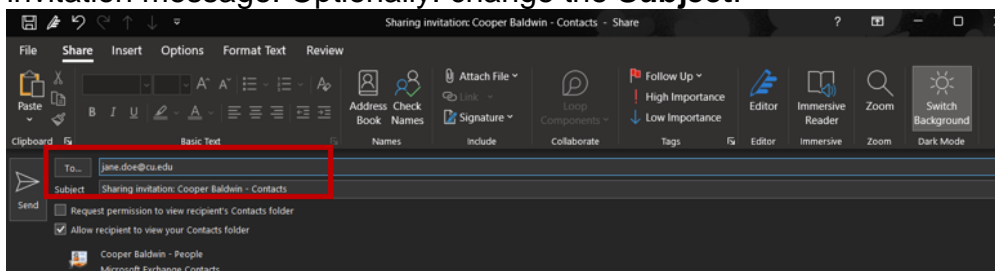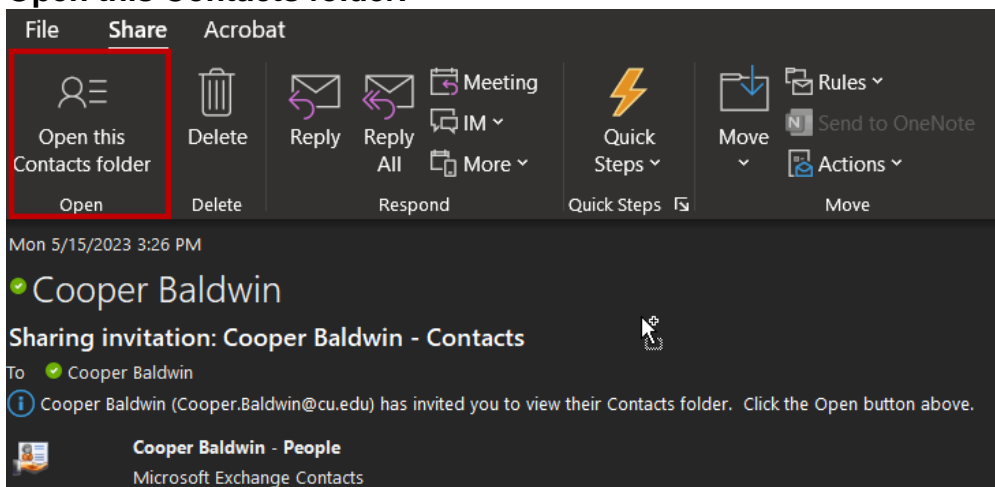


4. In the message body, type any information you want to include, then click **Send**. Then

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.**
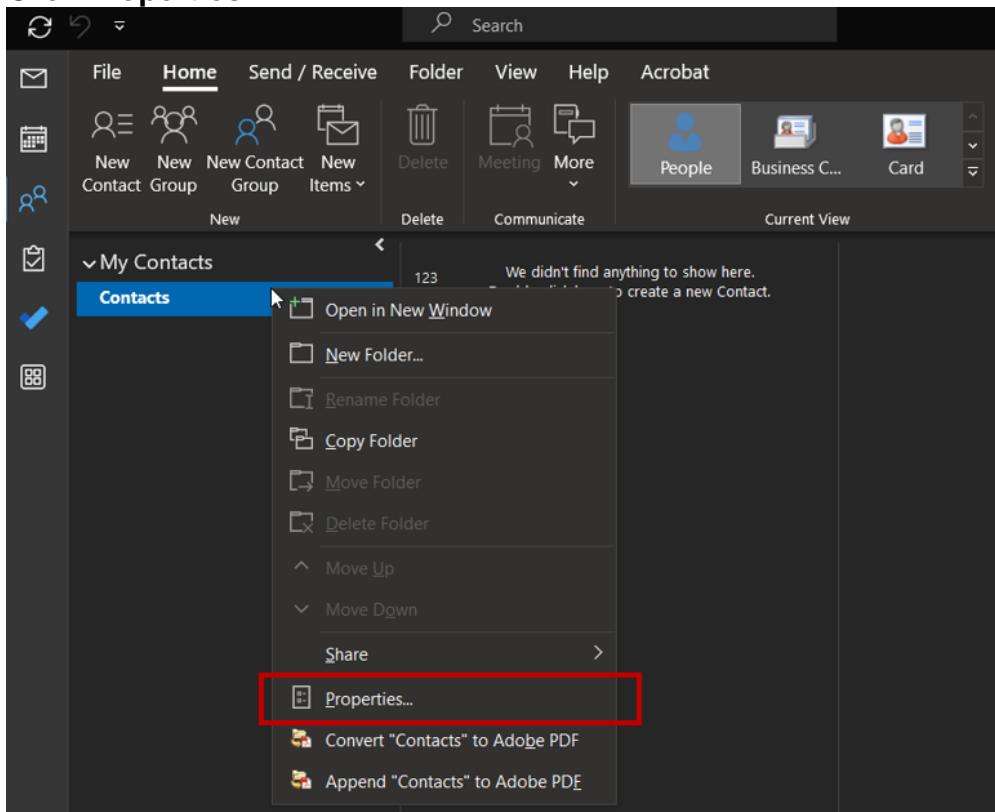


## Changing permissions

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**.



3. 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:**
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**Send email when Published:**
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