

Sharing a Contact Group

Open your Outlook email client.

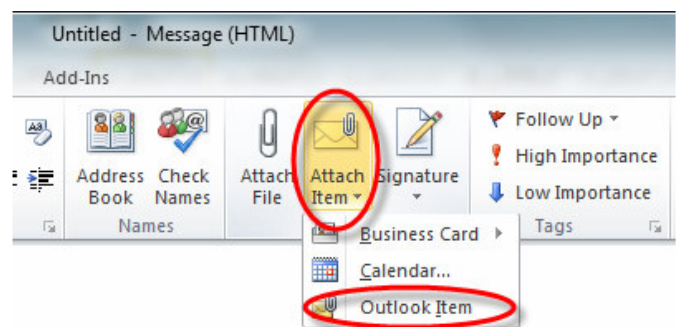
Create a new email message.

Address the new message to the desired recipient.

Add a subject and body to your message.

On the Message tab, click on **Attach Item**.

Click on **Outlook Item**.

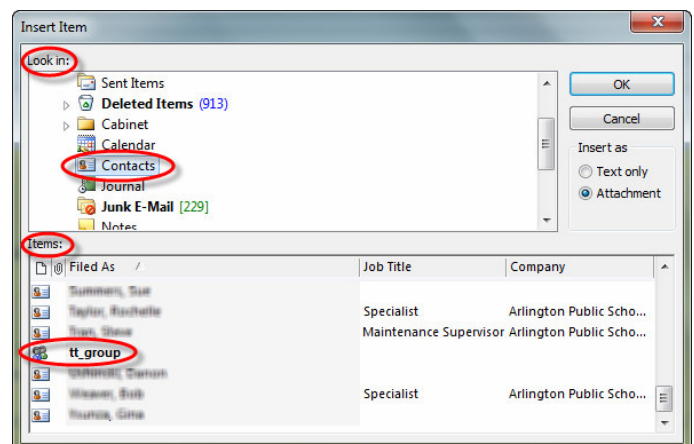


In the **Look in:** section, select **Contacts** from the list of Outlook items.

In the **Items:** section, select the desired Contact Group (Distribution List).

Click on **OK**.

From the email, click on **Send**.



The recipient will open the email, click on the attachment and drag it to the **Contacts** section.

