Sharing a Contact Group (Distribution List) in Outlook 2010

Sometimes you may want to share a contact group (distribution list) that you made in Outlook with another person. These steps will demonstrate how to do this via email.

**Step 1.** Click on the **Contacts** tab in Outlook and **double click** on the list you want to share

1. Click
2. Double click

**Step 2.** Click on **Forward Group** then **click** on **As an Outlook Contact**

1. Click
2. Click

**Step 3.** Fill out the email and hit **Send** (notice your list is an attachment)
Step 4). The person who RECEIVES the email, needs to click and drag the contact list into their contact button...

Hint: You may have to click this middle button so the email can be moved around to let you see the contacts button... especially if it looks like:

1. Click and hold
2. Drag
3. Release

Step 5). Now you will have a copy of the list in your contacts!

I have it twice because I sent the list to myself 😊