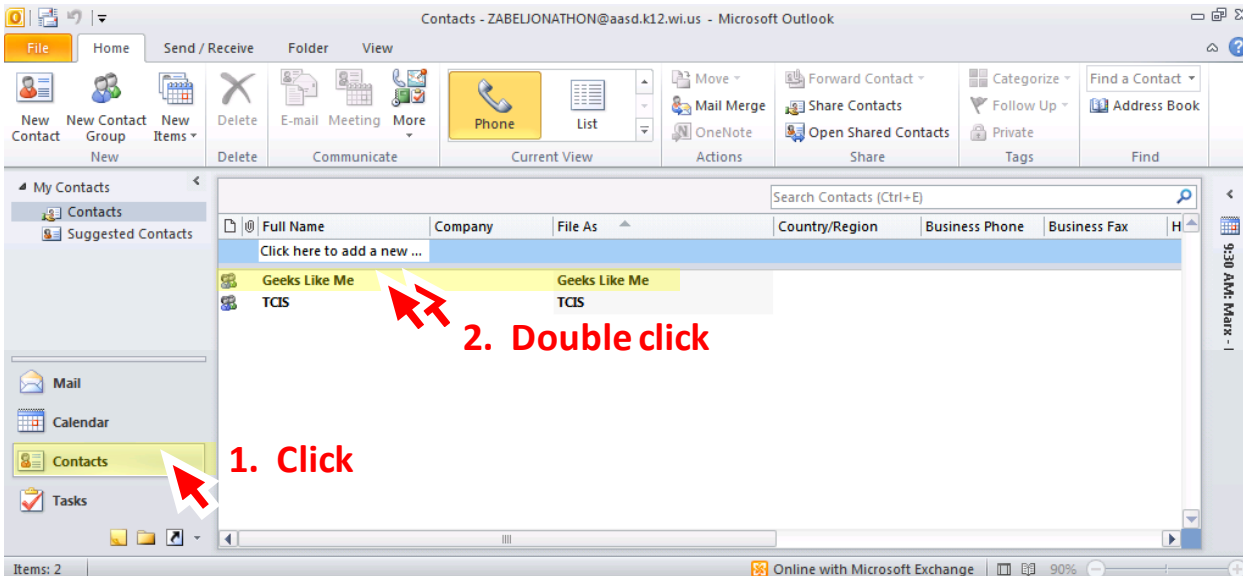


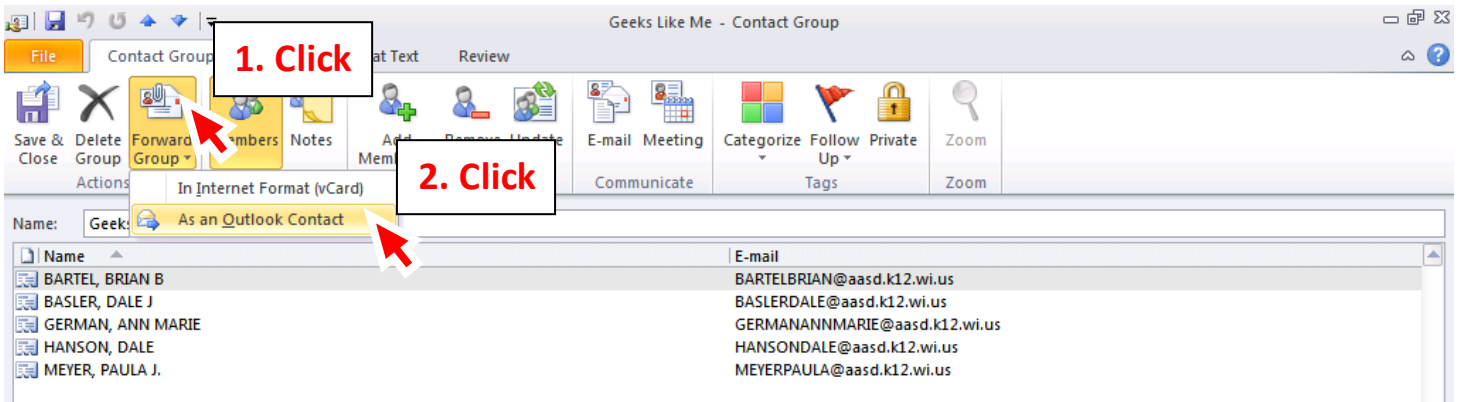
Sharing a Contact Group (Distribution List) in Outlook 2010

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.

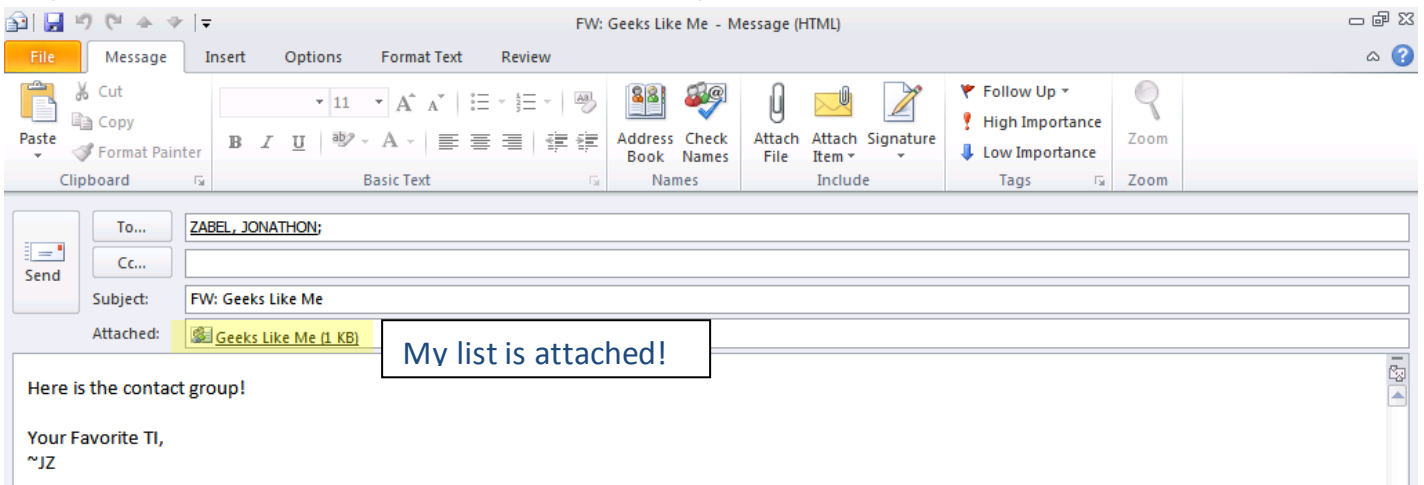
Step 1). Click on the **Contacts** tab in Outlook and **double click** on the list you want to share



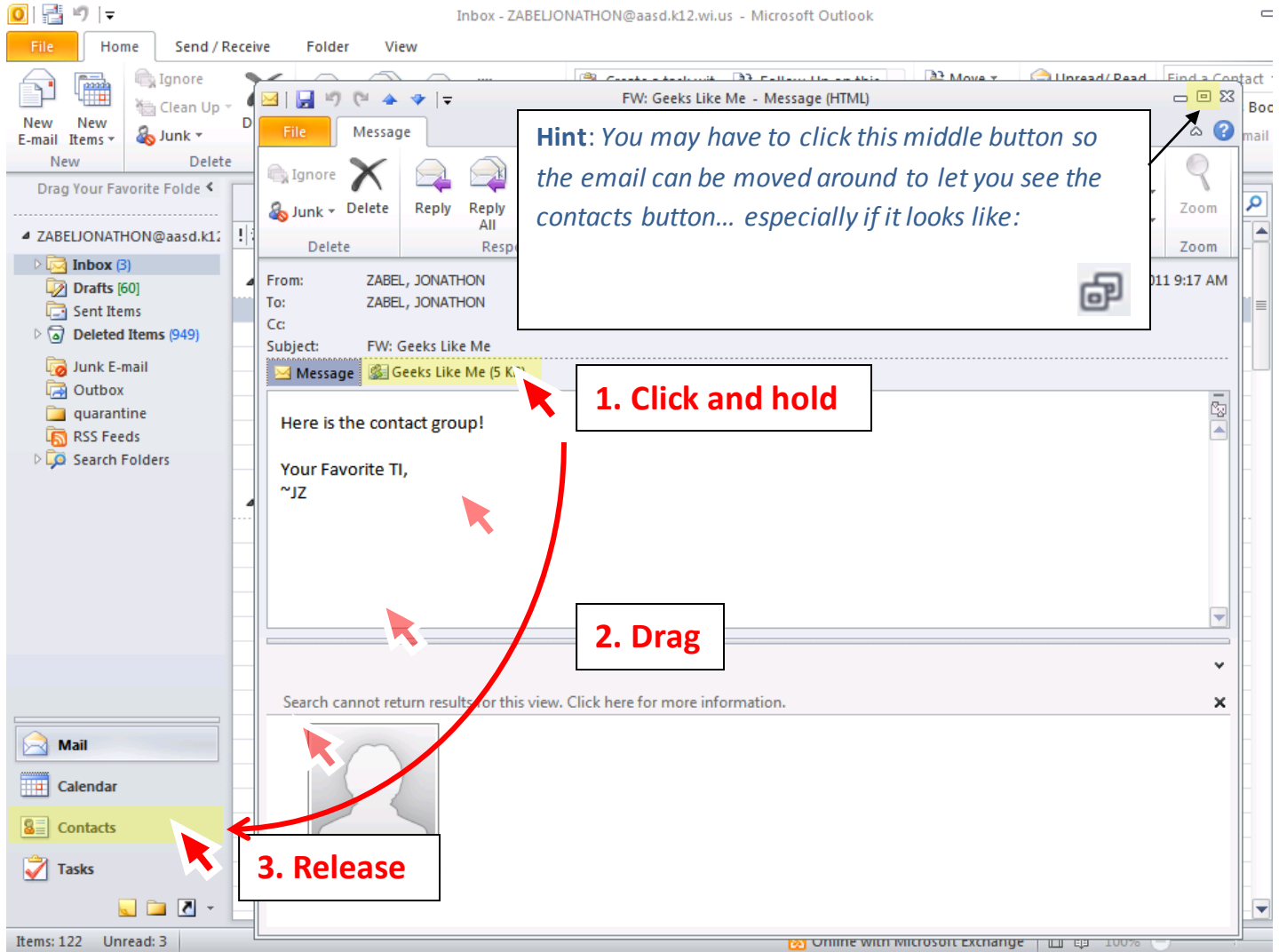
Step 2). Click on **Forward Group** then click on **As an Outlook Contact**



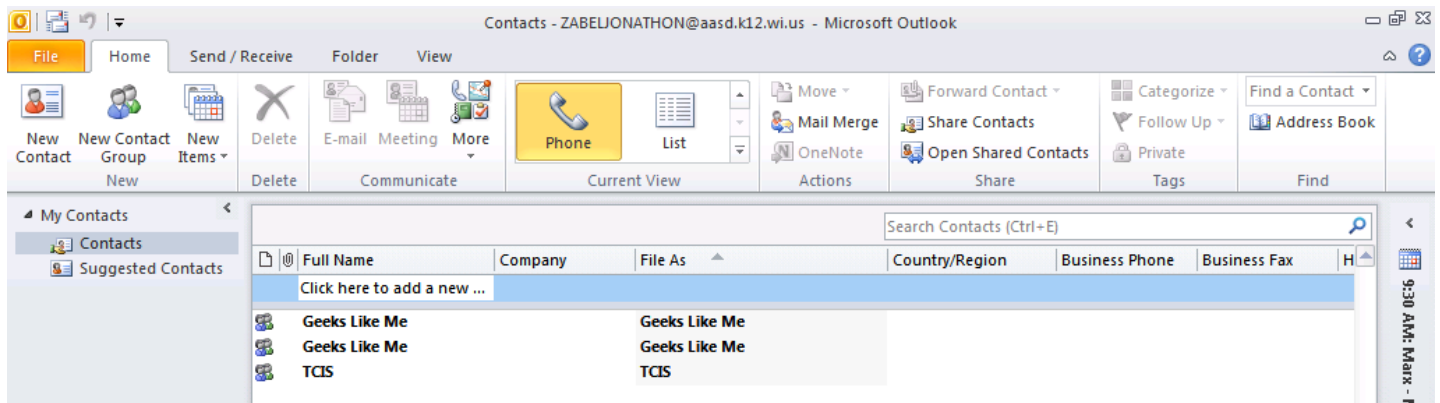
Step 3). Fill out the email and hit **Send** (notice your list is an attachment)



Step 4). The person who RECEIVES the email, needs to click and drag the contact list into their contact button...



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 😊