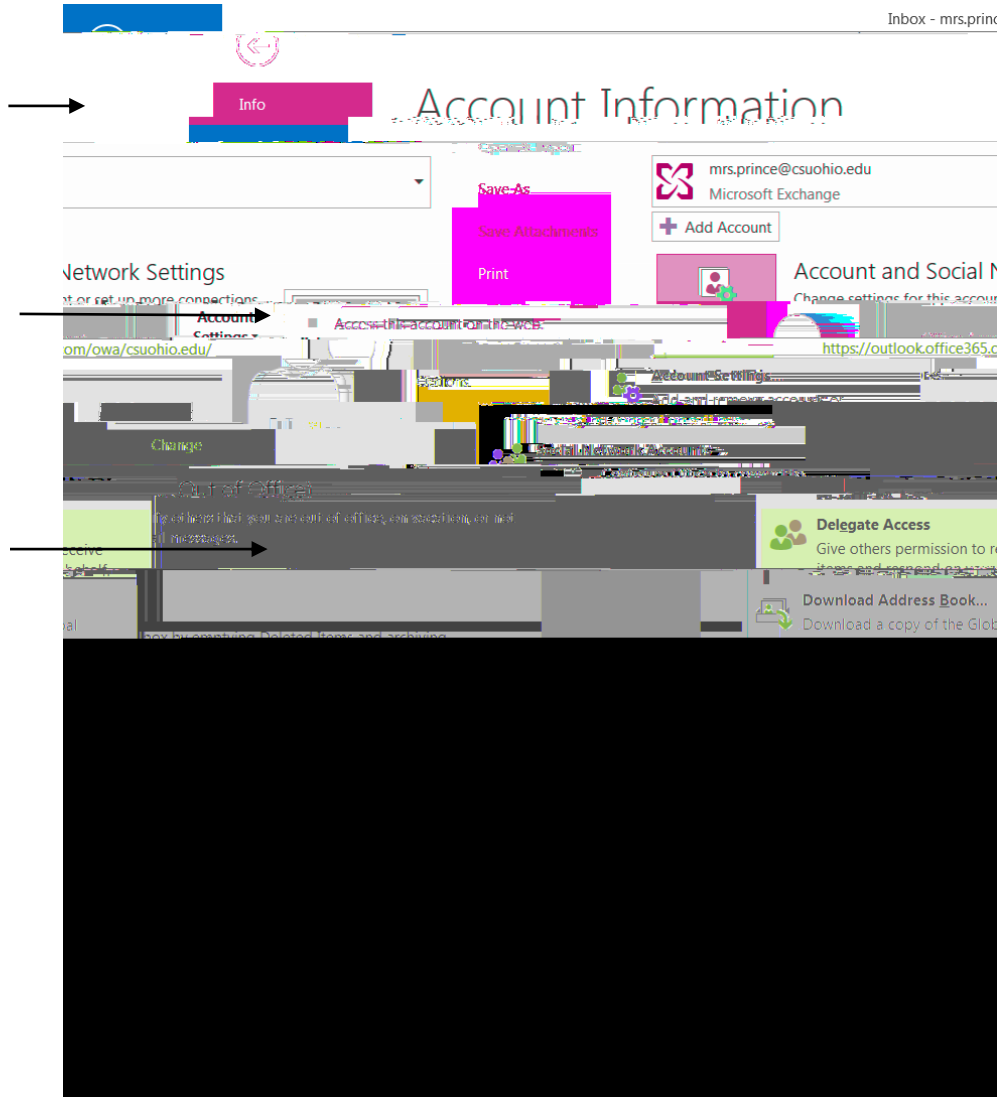


- 1) Using a supported version of the Outlook client, sign into the account that contains the contact information that is to be shared. Once signed in go to the account information, by selecting "File" in the upper left corner. Once there, select "Info" – expand "Account Settings" and select "Delegate Access"







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- 7) The contact list from the other account will now appear under the "Shared Contacts" heading. Do not move this to another heading. Select the name of the contact list that is under the "Shared Contacts" that you wish to open (if more than one contact list is listed). All of the contacts will be listed. To send mail using one of these shared contacts, select the contact name and then the mail icon.