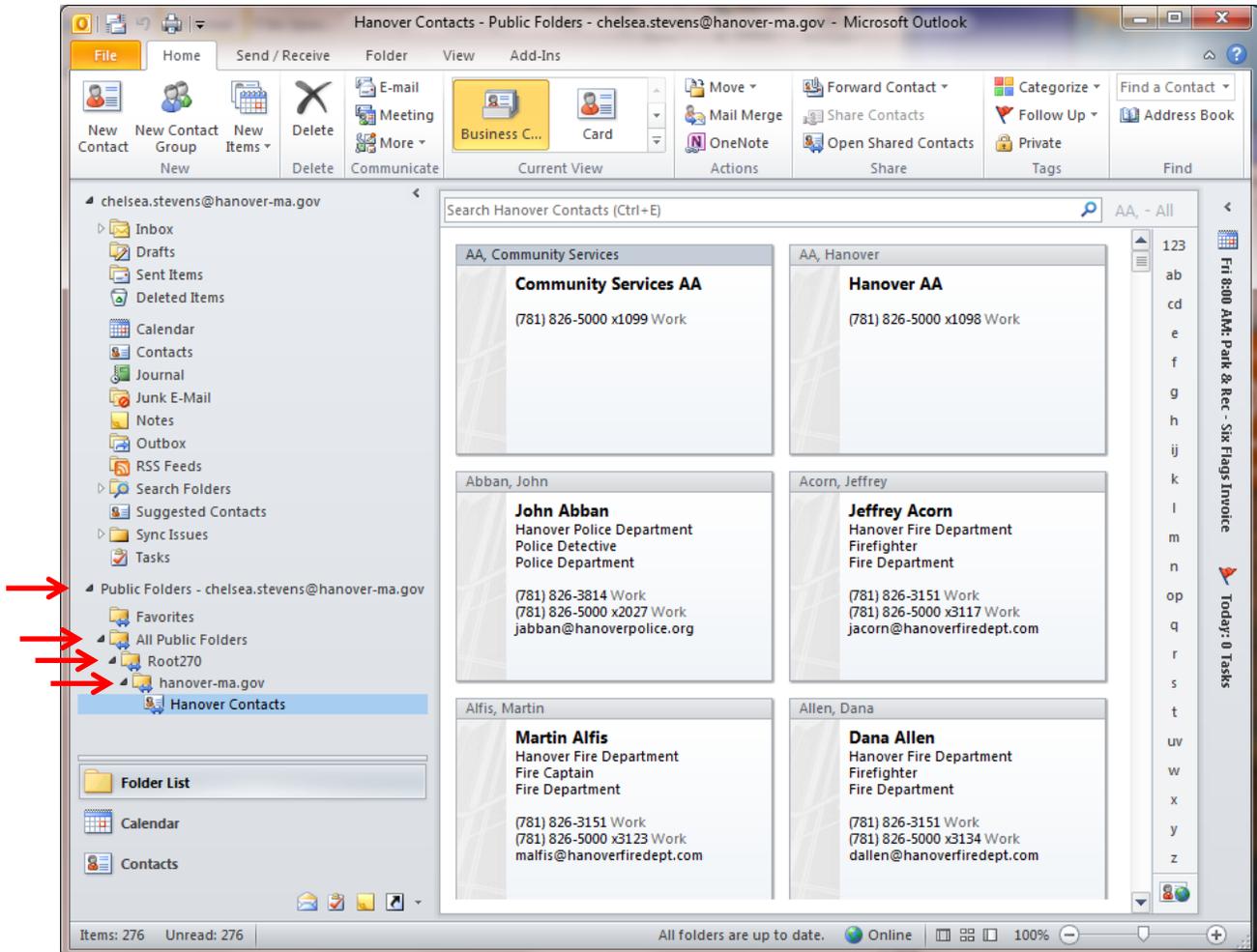
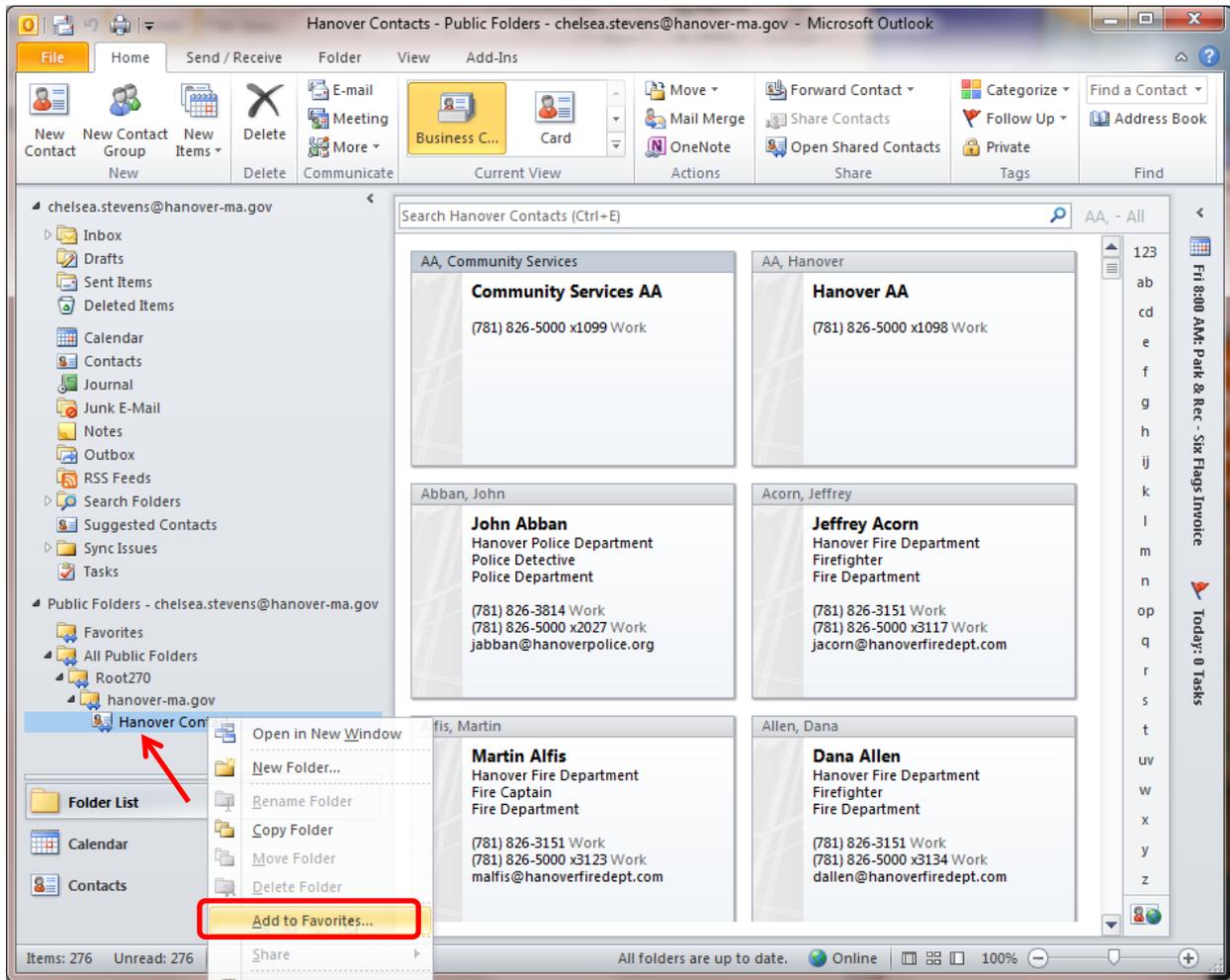


Using Shared Contacts in Outlook

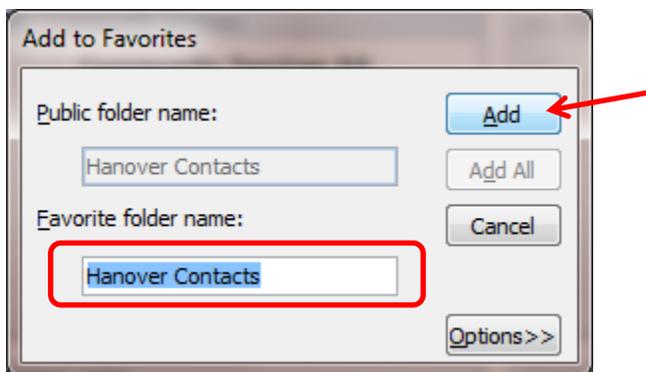
Click the triangle next to **Public Folders** to open. Also open subfolders **All Public Folders**, **Root270**, and **hanover-ma.gov**:



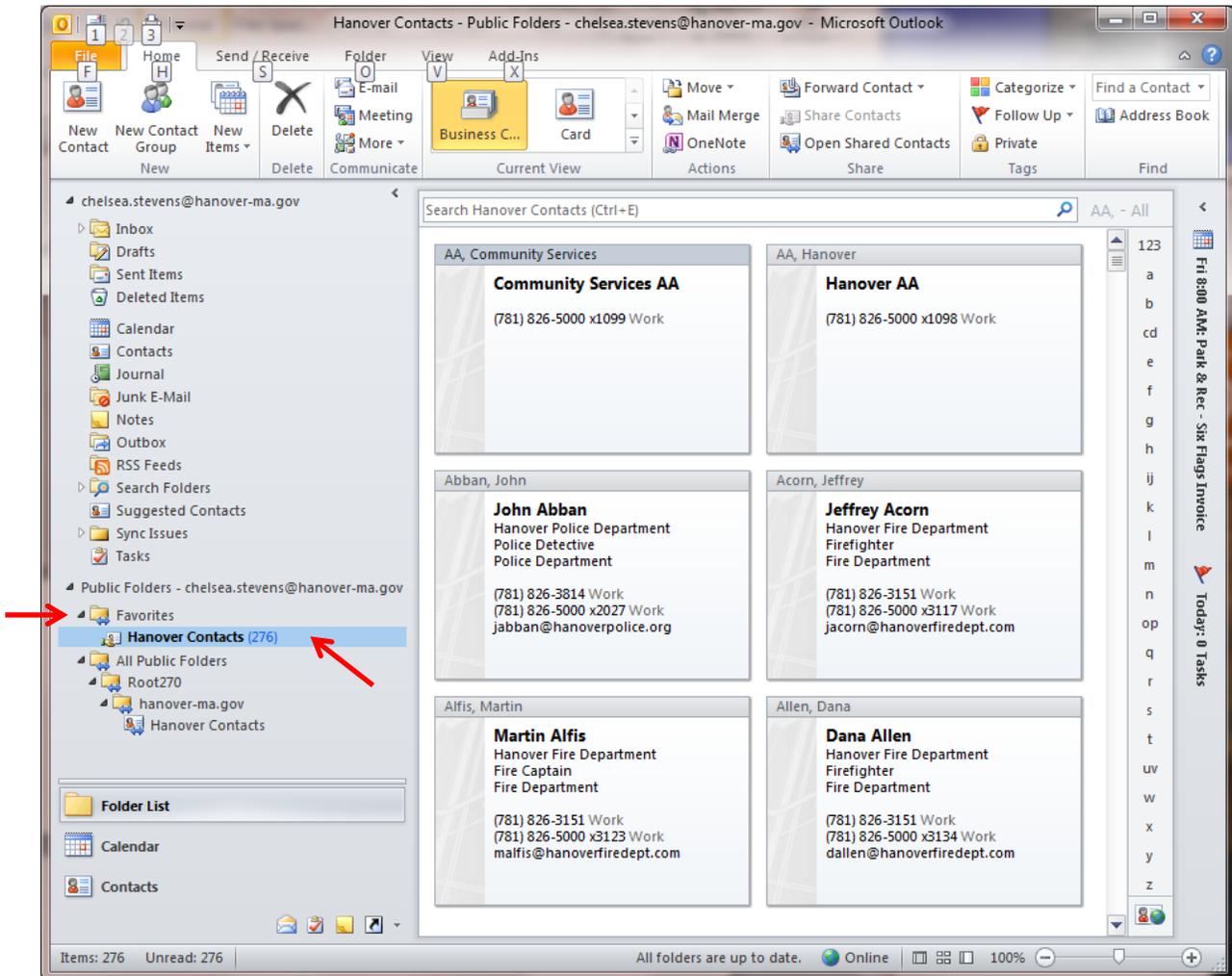
Right-click on **Hanover Contacts** and select **Add to Favorites...**:



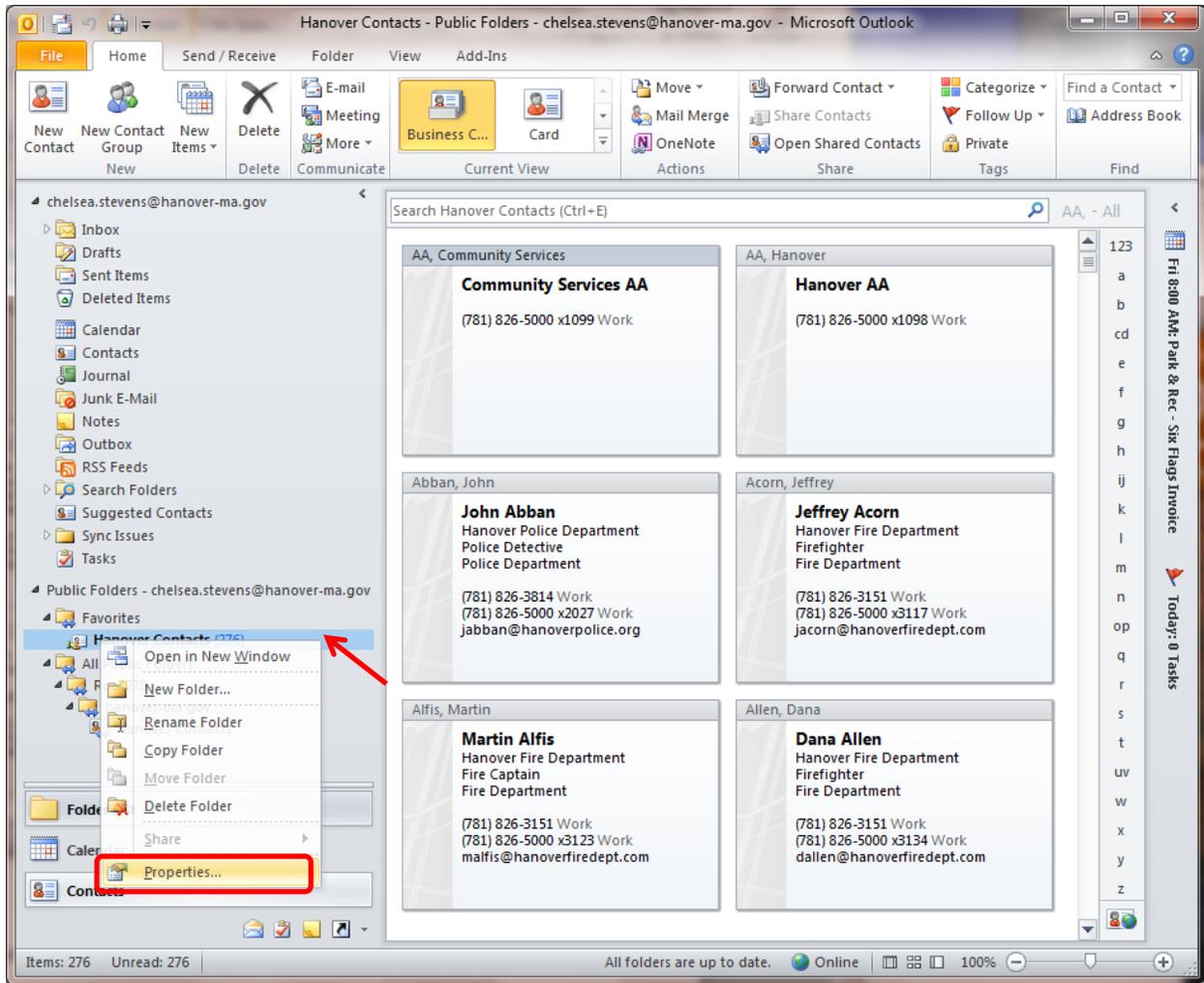
Change the **Favorite folder name** if you wish and click **Add**:



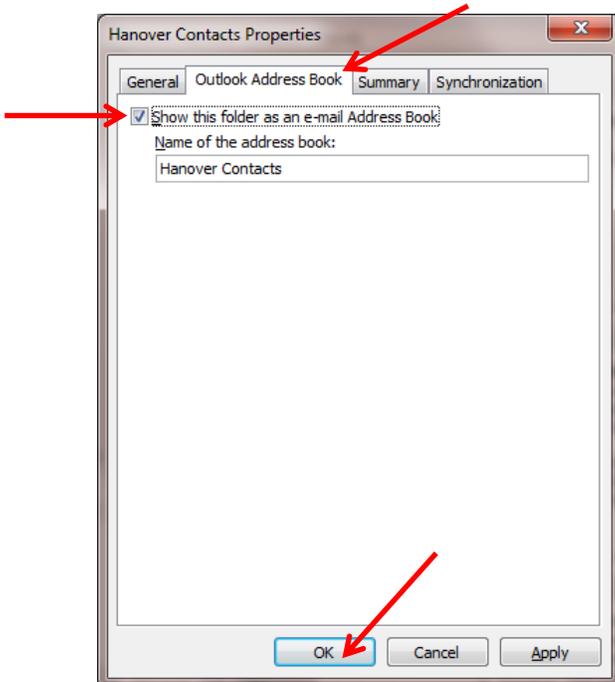
Click the triangle next to **Favorites** to open:



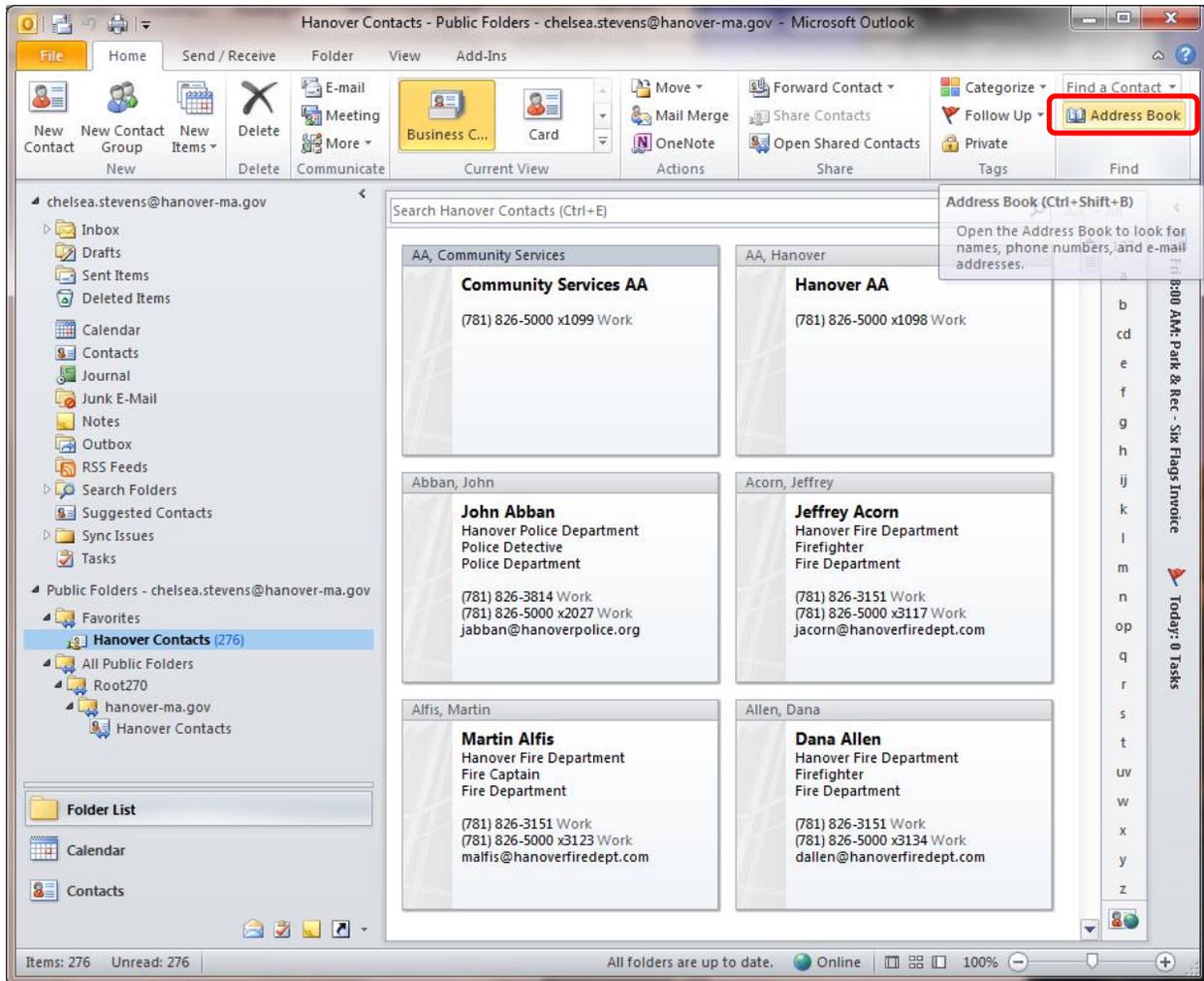
Right-click **Hanover Contacts** (or whatever name you entered) and select **Properties**:



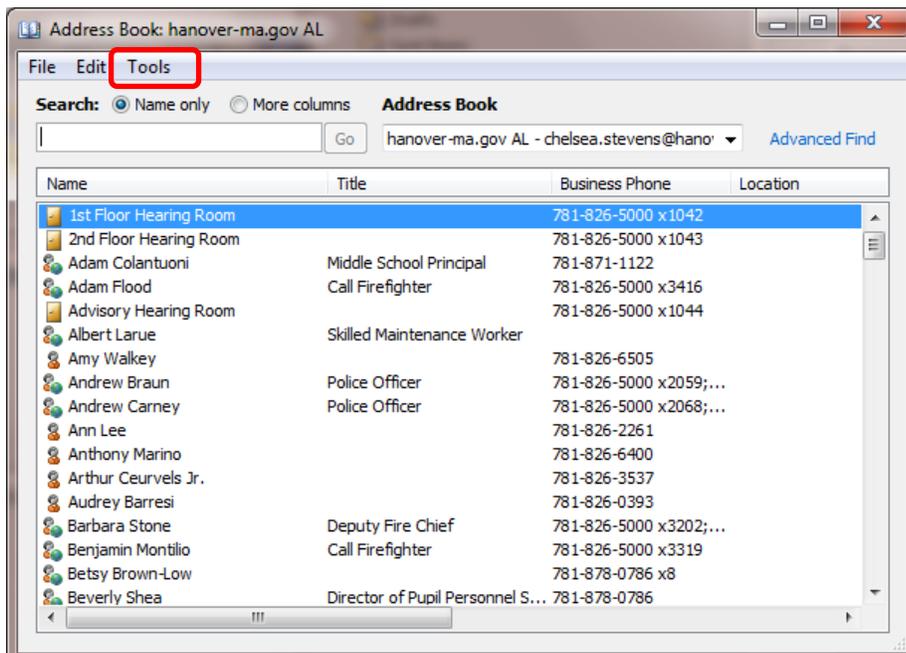
Click on tab **Outlook Address Book**, check **Show this folder as an e-mail Address Book**, and click **OK**:



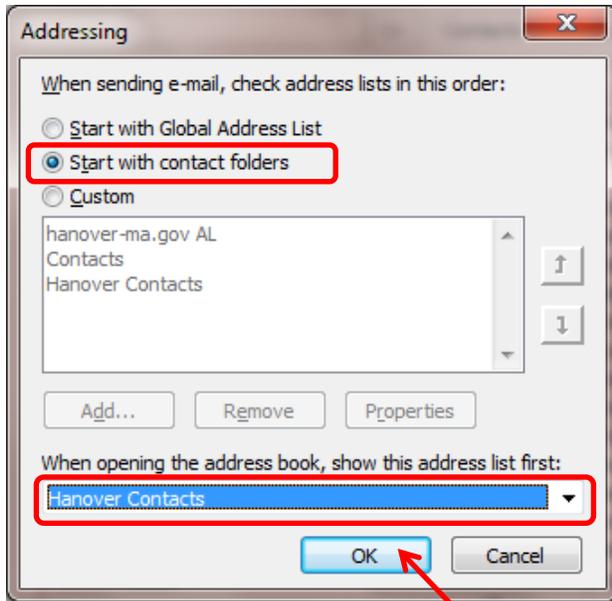
Now select your default Contact folder. Click **Address Book**:



Click menu **Tools: Options...**



Select radio button **Start with contact folders**. From dropdown menu **When opening the address book, show this address list first**, select **Hanover Contacts** (or whatever name you entered earlier). Click **OK**:



That's it! Please be patient when you type an entry in the **To field** when composing email. It could take 30 seconds or more to search the new Contact folder. It is sometimes quicker to click the **To... button** and select from the list. Outlook will learn as you go. **Tip:** If you want Outlook to forget an obsolete entry, click the **X** that appears as you hover over a name in the popup list:

