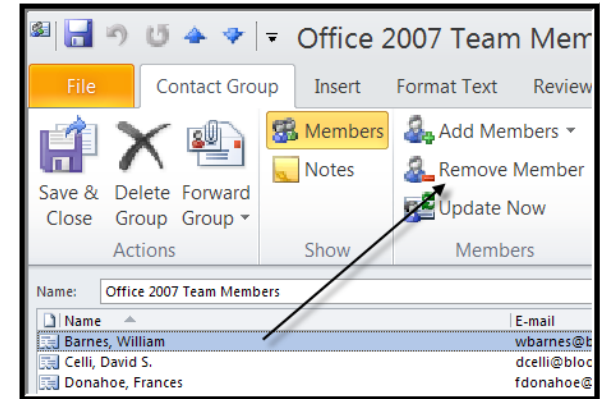


Edit Contact List

- Click on Contacts under the navigation menu.
- Double click on your contact list.
- Remove someone by highlighting name and click the “Remove Member” button.
- Add someone by clicking Add Member.

Click Save and Close when done.



Share Contact List

To share your list:

- Click on Contacts under the navigation menu.
- **Right** click on the list you wish to share. Forward Contact – As an Outlook Contact.

An email message will open with your list attached. Address accordingly and send.

When the other person receives your email, they will need to drag the attached distribution list into their Contacts folder. It's easiest to open the email first...keep the email open. Click the Folder List navigation area. Drag the attachment to the Contacts folder showing under the Folder List.

Accidentally delete your contact list?

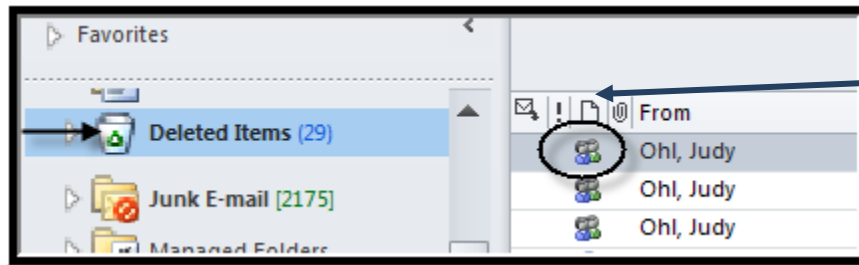
It is **very** easy to delete a contact list, but there is a way to get it back!

Follow these steps:

Click on Home on the top navigation line.

Click on the Deleted Items folder in the Folder List.

Under the Deleted Items area, you should see the “group” icon listed next to the group you deleted.
that’s your deleted contact list.



Tip: If you don't see the icon for the deleted contact list, click the icon directly above it. It's the “sort by” icon. Click once to sort – if you still don't see it, click it again.

Right click on the deleted contact list – choose Move – Select Other Folder – Choose Contacts. Click OK. Your list is back!