



ADDING A SHARED CONTACT CARD TO OUTLOOK

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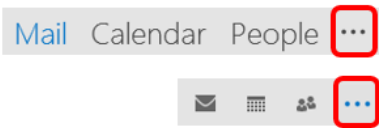
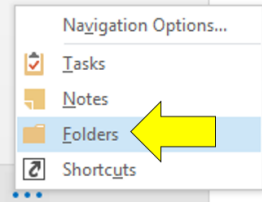
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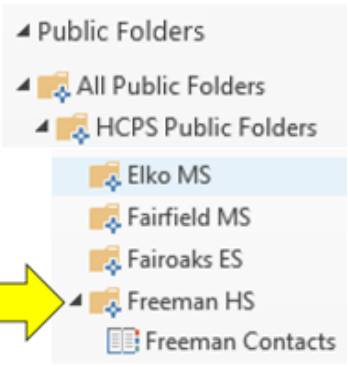
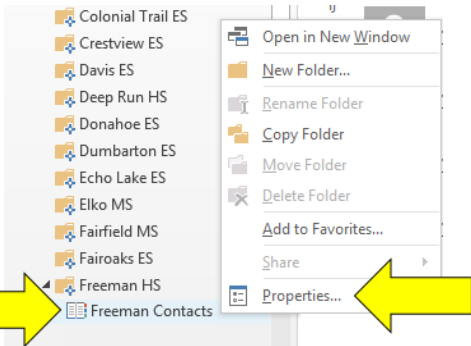
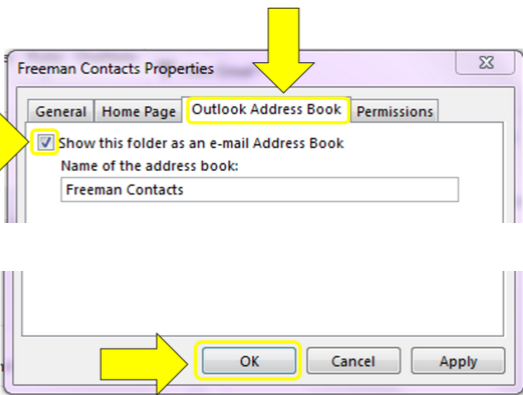
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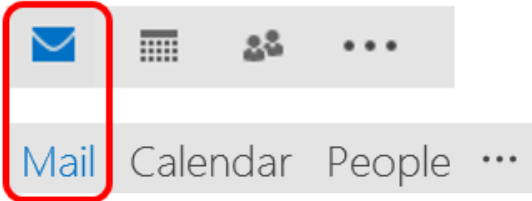
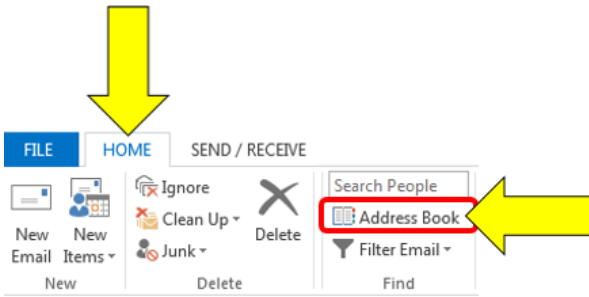
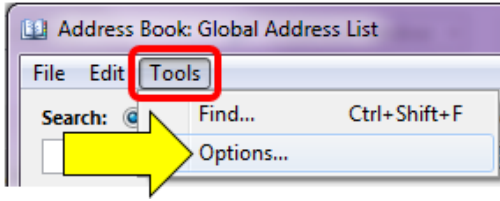
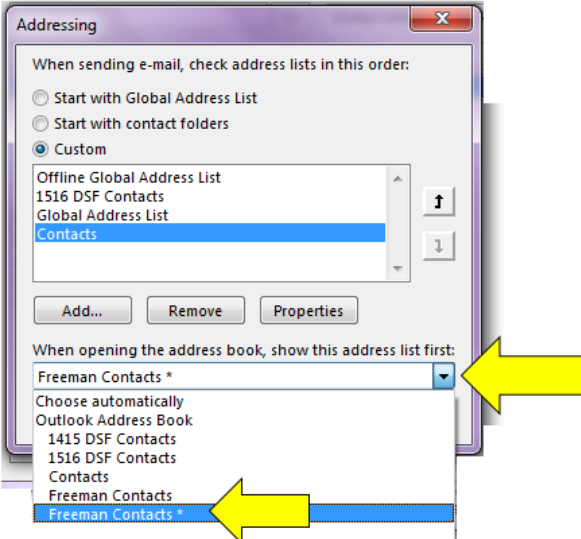
Setting up initial access to NEW school contact groups

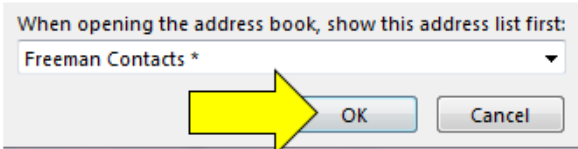
1	Open Microsoft Outlook	
2	Click ■■■ near the bottom left corner	
3	Select Folders	

4	On left side, scroll all the way down to Public Folders Click the arrows to expand the following → Public Folders → All Public Folders → HCPS Public Folders → Holman MS → Holman Faculty CC	
5	Locate and <u>right-click</u> on your school's Contact list Select Properties... (may take a second to open)	
6	Click the Outlook Address Book tab Check the box to "Show this folder as an e-mail Address Book" Click OK	

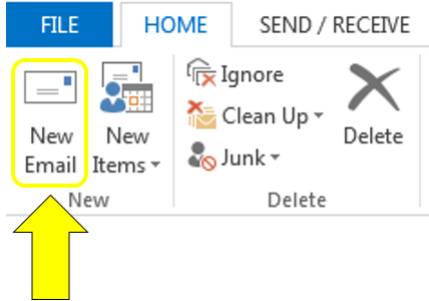
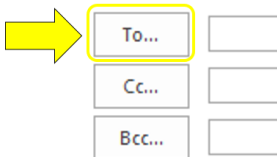
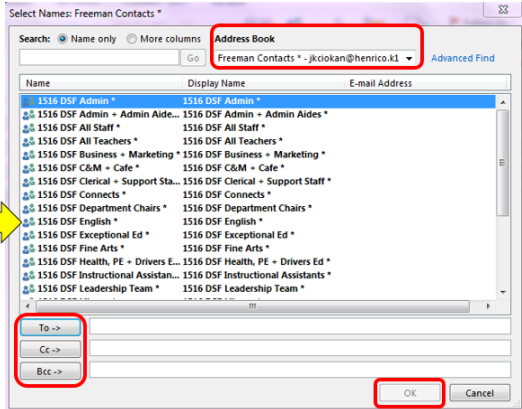
Note: if you are not able to complete the above steps, then you do not have the correct permissions access to this school's contact groups. If you are assigned to this school and cannot access your school's contacts folder by following the above steps, please contact your ITRT.

Making this contact folder your default Address Book

7	Return to the Mail screen	
8	Select the HOME tab Look at the top of the window and to the far right - select Address Book	
9	Click Tools menu Select Options...	
10	At the bottom of this window, click the dropdown that appears menu below "When opening the address book, show this address list first:" Click → Custom & Select the school contact folder that you just added to your address book: Holman Faculty CC	

11	Click OK and close the window	
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Using these contact groups to send / forward email

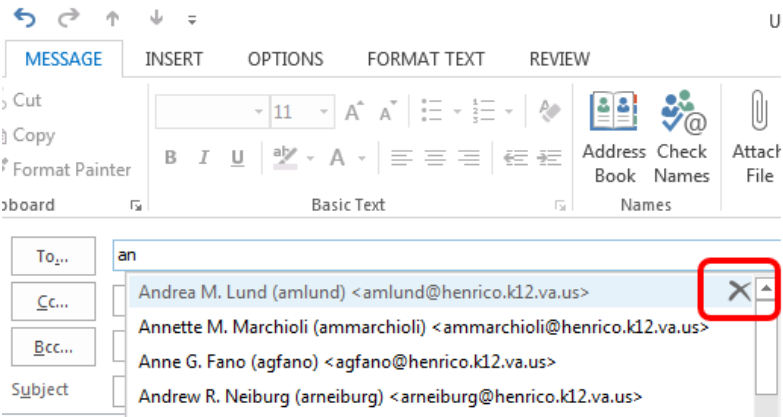
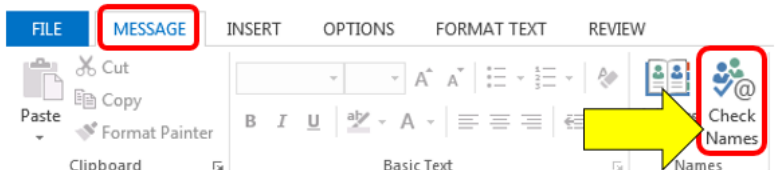
12	To use this newly-added Address Book, click New Email	
13	Click the To... (or Cc... / Bcc...) button If you are emailing All Faculty & Staff, then you should use the Bcc..	
14	Your school's address book should display as the default. Highlight any of the contact groups that are available for your school. To select group, double-click <u>or</u> highlight the group and click To/Cc/Bcc Click OK	

You can now safely delete the old contact card shared with you under the people tab

Optional: Erase old/corrupt contact groups

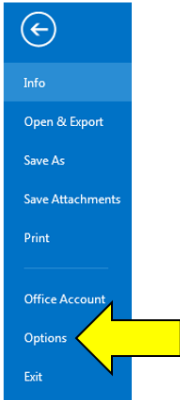
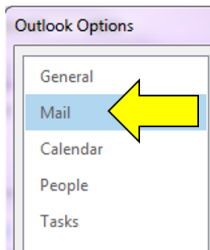
NOTE - If you have corrupt group/names in your auto-complete “memory”, then you may want to delete them from the Outlook cache. This can be done in two ways.

Method 1 (safer but slower) - Manually remove a corrupt group/name

1	Click in the To: line of an email Start typing the name of the group/person Click the “X” next to the corrupt group/name	
2	To email someone not saved in your Auto-Complete list: Type their name in the To: line of an email Click Check Names in the ribbon under the Message tab	

Method 2 (quick but painful) - Clear ALL stored contacts (includes groups and individuals)

1	Open Microsoft Outlook	
2	Click File	

3	Click Options	
4	Click Mail	
5	Scroll down to the “Send Messages” section Click Empty Auto-Complete List	