

# Sharing Outlook Contacts

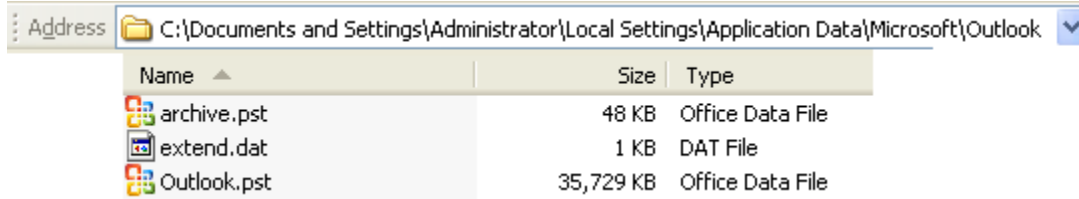


If you have a peer-to-peer or a client-server network you can easily share a single Outlook Contact database. For example, say you have a desktop and a laptop computer and you want the same set of contacts available to both computers:

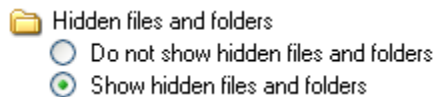
1. a network connection needs to be made between the two computers
2. a common device which houses the shared Outlook data needs setup (a flash memory stick is a good choice)

It would, of course, be a good idea to backup your Outlook data, both as you are trying to get this working and on a regular basis as well!

One Problem for many people is where Outlook stores its data. With User Profiles and Microsoft trying to keep things simple by Hiding some files & folders – it is not easy to find. As an example, here is mine:



In order to see these files I had to go to the Folder Properties for the computer and turn on to View Hidden files & folders:



Note that your Outlook data is stored in the file Outlook.pst. You may also want to turn on to Show extensions for known file types:  Hide extensions for known file types Deselect Hide!

## Sharing the Outlook Contact Data

1. Cut the .pst file from its standard data location (described above)
2. Paste the .pst file to the memory stick
3. Start the Outlook program (message appears – Create/Open Personal Folders File)
4. Browse to the Memory Stick “Drive” .pst file – You’re Done!

### NOTE:

In Outlook you can have multiple Contact Databases. In the Contacts module in the folder view pane, right click on Contact and select “Copy Contacts”. In the Copy Folder dialog box click the New command button. Name the new Contact database and click OK.

