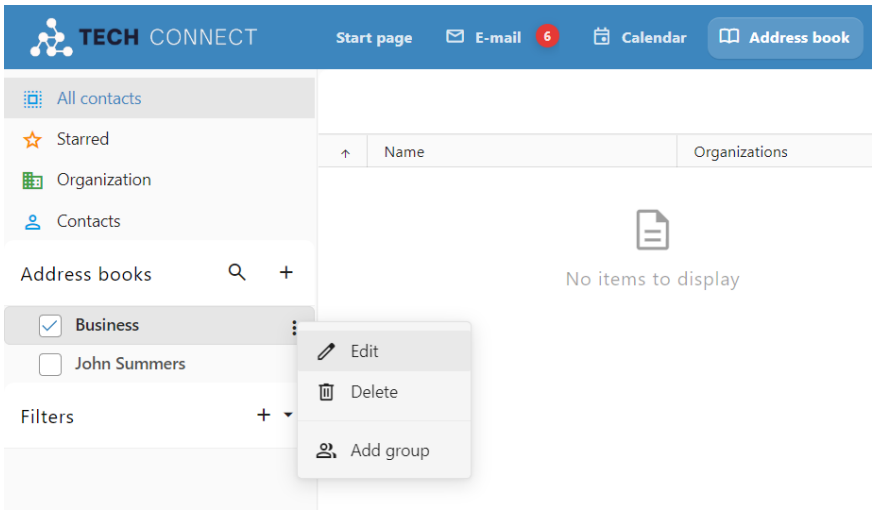
Address Book Sharing

Sharing an address book ensures your team always has access to the right contact information. Whether you need colleagues to simply view a shared directory or you want them to add and update business contacts, you can easily manage these permissions in just a few clicks.

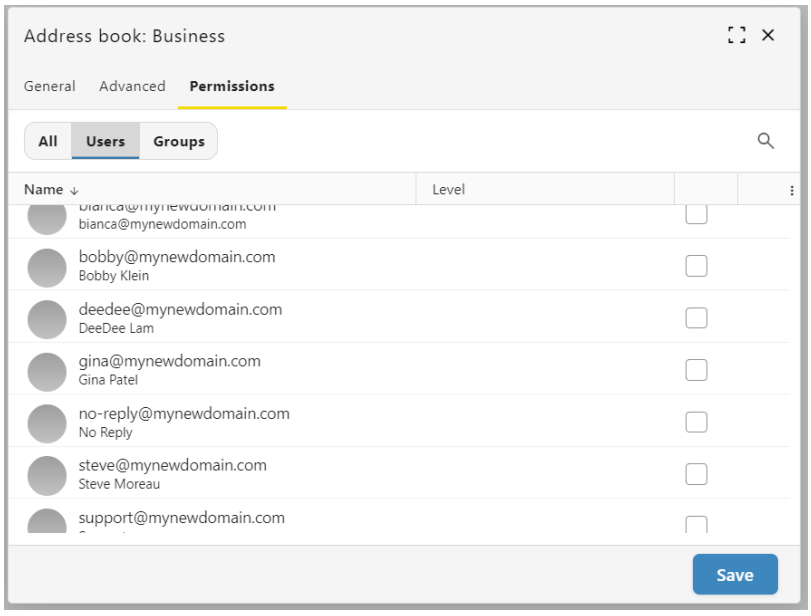
How to Share Your Address Book

Follow these steps to give other users access to your contacts:

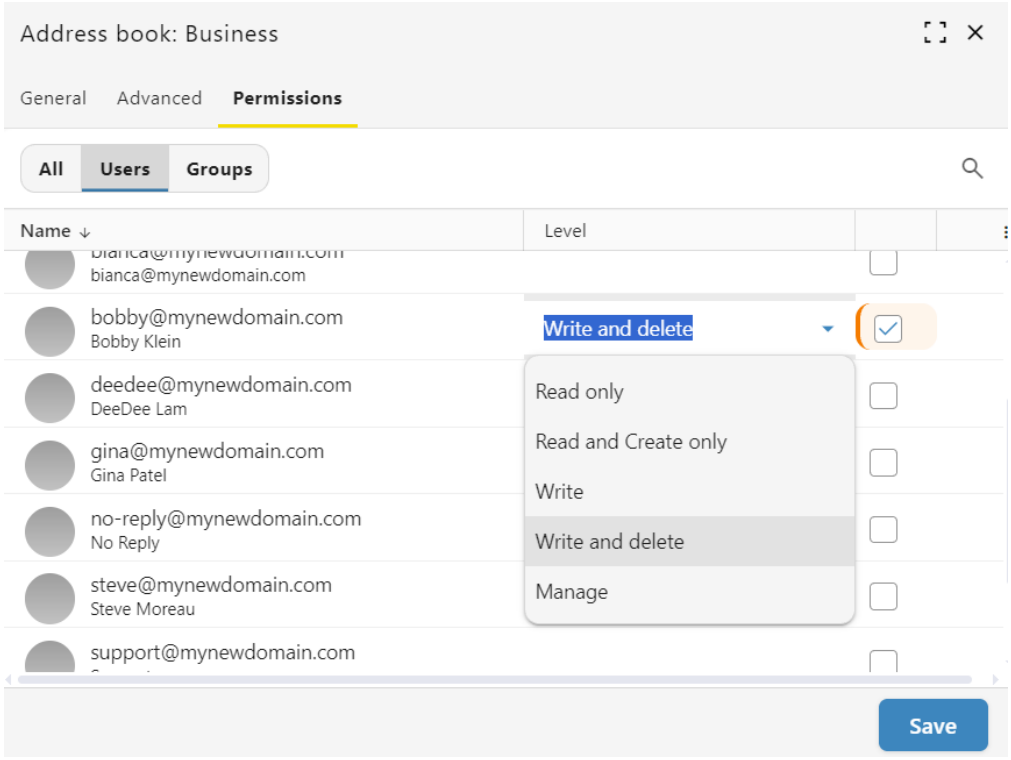
1. **Open Address Book Settings:** Navigate to the Address book page, click the three-dot menu next to the specific address book you want to share, and select **Edit**.



2. **Navigate to Permissions:** In the pop-up window, click the **Permissions** tab. From here, you can filter the list to show just Users, just Groups, or All.



3. **Select Users:** Locate the colleague(s) you want to share with and check the box on the far right side of their name.



4. **Adjust Access Levels:** The system assigns "Read only" access by default. Click the permission drop-down menu next to their name to change their access level to options like "Write and delete".

5. **Save Your Changes:** Click the **Save** button at the bottom of the window to apply your updates.

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