

Practical Examples

Creating a Shared Company Contact List

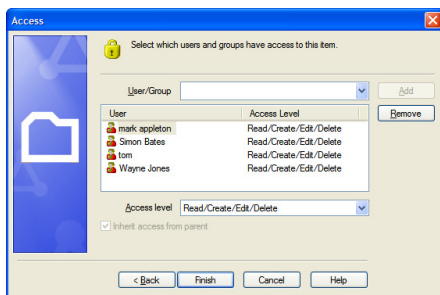
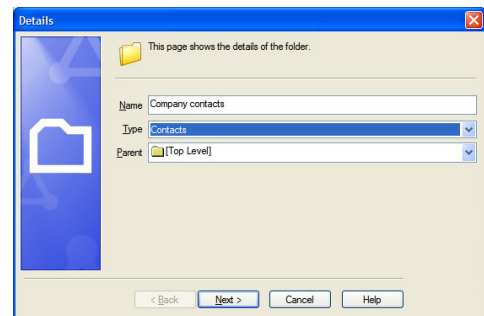
This document explains how to create and share a public Contacts folder when using Outlook in conjunction with WorkgroupShare.

It is assumed that the server software and client software have already been installed.

Open the WorkgroupShare Administrator program and click the "New Public Folder" button in the WorkgroupShare Administrator toolbar.



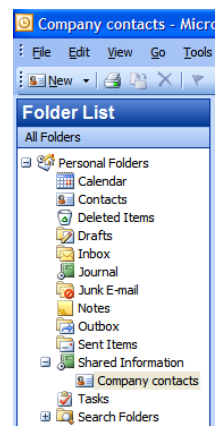
The page that pops up allows you to give your new public folder a name, in this case "Company contacts" and it also lets you choose the type of folder to create, in this case a contacts folder. If you have nested folders you can also choose which one this new folder should be underneath, by selecting the relevant folder from the Parent drop down list.



The next page allows you to set permissions for users to gain access.

In this example we have selected four users and given them all Read/Create/Edit/Delete permissions. Press Finish to complete the task.

In Outlook, after synchronizing, you will see the new public contacts folder under a folder called "Share Information". Any public folders you create in the Administrator will show here. This is a normal Outlook folder and behaves as such. In this instance Wayne, Simon, Tom and Mark will be able to



WorkgroupShare

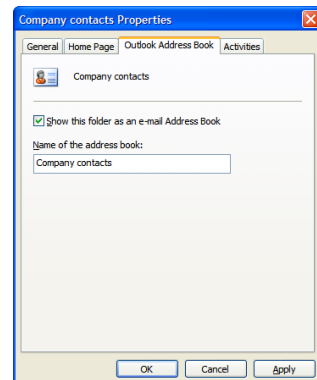
read, edit, create and delete contacts in the "Company contacts" public folder.

This new public contacts folder can now be included with the Outlook Address book so that when you write an email, Outlook will include this folder when it looks for addresses to try and auto-complete recipient addresses.

To do this, right click on the folder and select properties. Outlook 2000 - 2007 have a dialog similar to that shown in the picture to the left.

Select the Outlook Address Book tab and check the box to "Show this folder as an e-mail Address Book".

Outlook will now additionally use this folder to resolve email addresses.



Definitions

personal folder - *your own Outlook folders such as Calendar, Contacts and Tasks. Outlook calls these "personal folders".*

public folder - *an Outlook folder created in WorkgroupShare which is not owned by a specific user.*

shared folder - *a personal or public folder that has been shared to a user or group of users.*