Sharing External Contacts

For our promotion efforts we need to utilize our professional network. In this tutorial we will show you how to subscribe to our external contacts lists and how to add your contacts to this list.

Open Outlook and click on Folder List
Browse to All Public Folders / Departments
Open HITLab folder and right click on "HitLab external contacts"
Select "Add to Favorites"
Click on "Contacts". HITLab external contacts should show up in your "Other Contacts" sections.
Select the contacts you want to copy in your normal Contacts list and right click.

We created a dummy contact called "Test User" for this tutorial.
Select "Copy to Folder..."

Select "Hitlab external contacts" from your favorite public folder
Check if the contact was copied.