Sharing & Updating Shared Contacts On DCP / DSVFS.
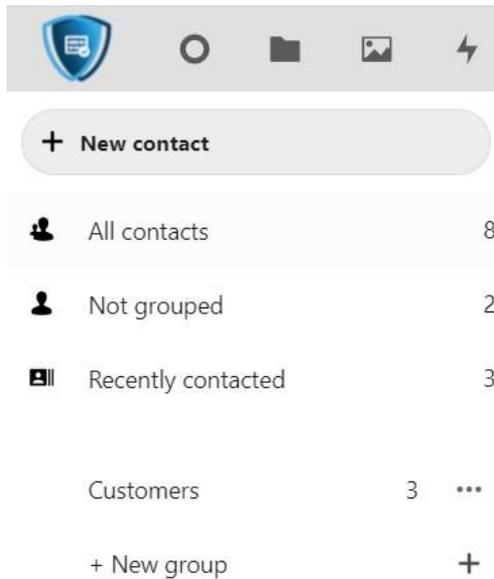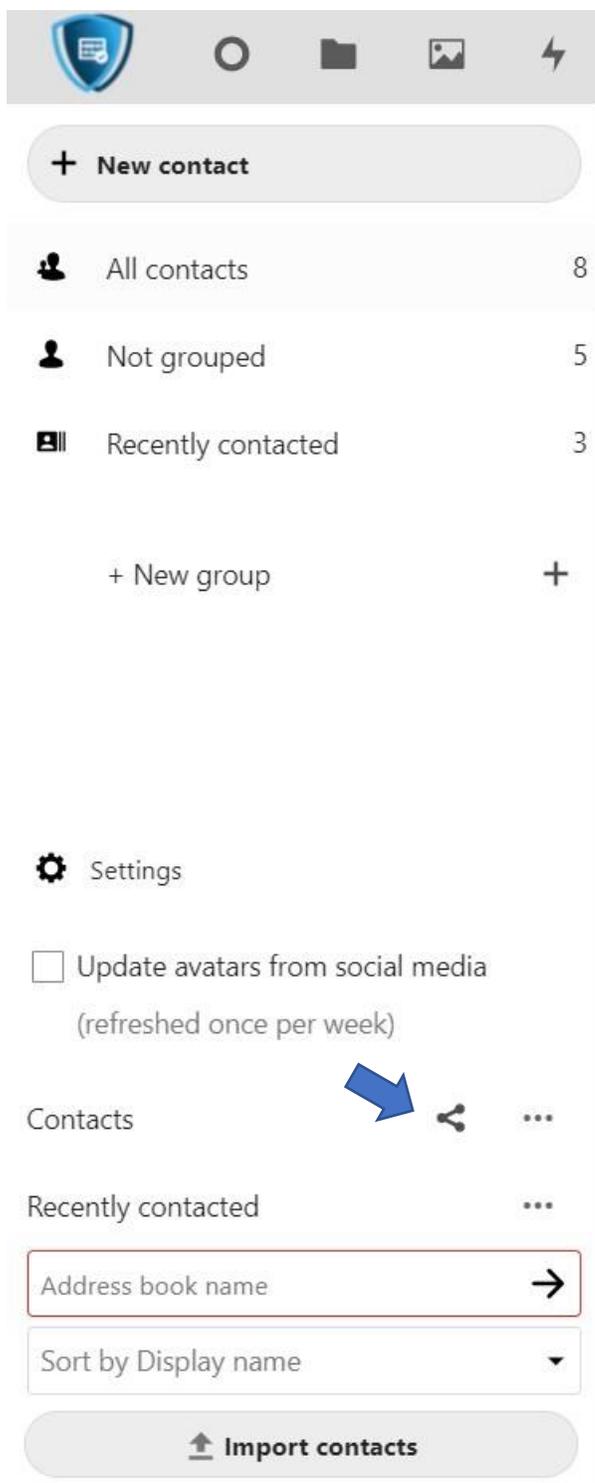
If you wish to share your Contact list on your DCP / DSVFS, you may do so by:

1. Click on the "Contact" app.

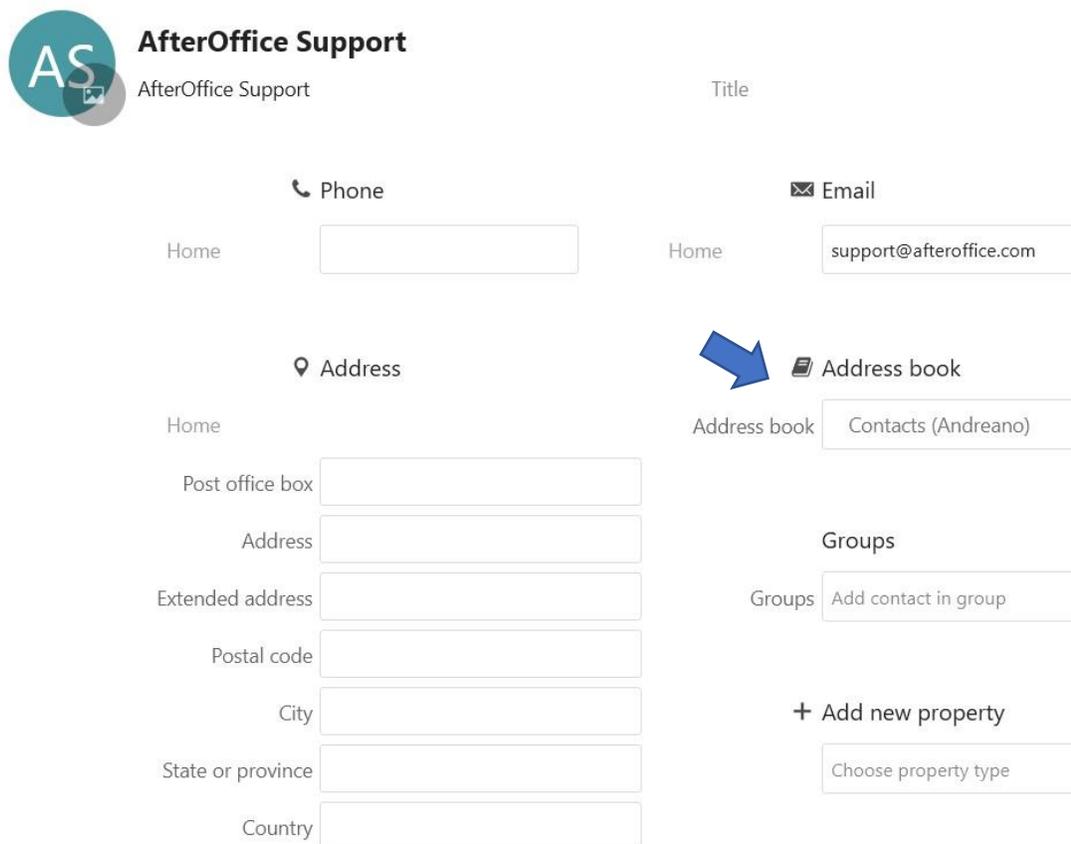2. Click on "setting" at the bottom left corner of Contacts app page.

3. Upon clicking on the setting, a dialog box pops-up. Click the share icon:

4. Upon clicking the share icon, another dialog box pops-up with a search box. Search or type the user's username that you wish to share your Contacts with and select "**can edit**" if you wish to allow the user to edit your contacts list.
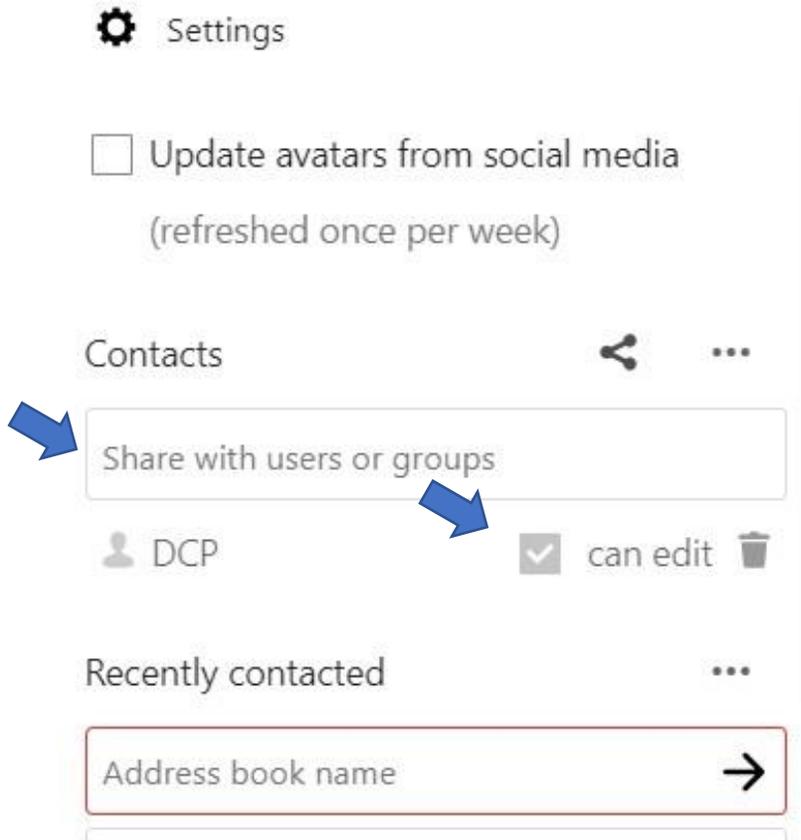
5. If the user that you shared the Contacts list with is Jane, Jane need to take notes of the following when she updates / add any new email addresses that are supposed to be shared with you (Global Email Address Book):

   a. After Jane has keyed in / updated a new email address, she should choose the appropriate Address Book.

   b. If the newly keyed in email address is also to be shared / updated to your shared Contacts list, Jane should select contact (Andreano) – if Andreano is your name.

The end.